



POLICIES, PROCEDURES, & GUIDELINES

Revised May 2009

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MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: A-01

Subject: Index Policies, Procedures & Guidelines

Functional Area: Administration

Category: Index

Approved: Approved by the Board on May 14, 2009

Revised:

FUNCTIONAL AREAS

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ADMINISTRATION SECTION

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: A-01-01

Subject: Purpose of MABAS

Functional Area: Administration

Category: Policy

Approved: Approved by the Executive Board on 05/14/09

Revised:

Purpose

The primary purpose of the Mutual Aid Box Alarm System (MABAS) is to coordinate the effective and efficient provision of mutual aid during emergencies, natural disasters, or manmade catastrophes. MABAS is not intended to relieve a community of their responsibilities of providing adequate emergency services for all local emergencies, since all communities should have their own first line of defense. When a community exhausts its resources, MABAS can be activated by the stricken community and through a systematic plan, MABAS will provide:

- A. Immediate assistance of personnel and equipment at the scene of an emergency or disaster
- B. Response teams of: Firefighters, Emergency Medical Personnel, Hazardous Materials, Responders, Technical Rescue Specialists, Divers, etc.
- C. Access to specialized equipment
- D. A contractual agreement covering responsibilities and liabilities for all its members.
- E. Standardized policies and procedures for mutual aid responses.
- F. Organization comprising fire departments from the states of Illinois, Indiana, Iowa, Missouri, Michigan, and Wisconsin.

Responsibility

It shall be the responsibility of all Member Units to adhere to the policies and procedures of MABAS as adopted by the Executive Board and amended from time to time.

Division Authority

Each Division shall have the authority and responsibility to insure that the policies and procedures of MABAS are adhered to by all Member Units. Variances to the MABAS procedures are not generally recommended, but under certain circumstances a Division is authorized to make minimal modifications. Any modification must be consistent with the existing procedures. All modifications must be agreed upon by two-thirds majority of the Division membership.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: A-01-02

Subject: Definitions

Functional Area: Administration

Category: Policy

Approved: Approved by the Executive Board on September 4, 2006

Revised:

Following is a glossary of terms and terminology that are consistent with the National Incident Management System (NIMS) and the Incident Command System (ICS) and relate to MABAS in establishing mutual aid assistance:

ACCOUNTABILITY SYSTEM* A procedural system designed to track and account for the assignment of personnel on the scene of an emergency incident.

* See PASSPORT System

ALARM LOG The Alarm Log is a form which is used to record the times, incident location, box alarm number, alarm level, responding equipment type, community name and vehicle number.

ALERTING ENCODERS A tone encoder at a Division Dispatch or Back-up Center used to activate MABAS alerting receivers.

ALERTING RECEIVERS A receiver on the IFERN frequency that is tone activated by MABAS Division Dispatch Centers.

AMBULANCE (AMB) A vehicle whose primary function is the care and transportation of sick or injured persons. An ambulance can be classified as ALS (Advanced Life Support), ILS (Intermediate Life Support) or BLS (Basic Life Support). Minimum staffing of two (2) EMT-B's (BLS) or one (1) paramedic or one EMT-I and one (1) EMT-B (ILS) or two EMT-I (ILS) and one (1) EMT-B (ALS) or two (2) paramedics (ALS).

AUTOMATIC AID See Mutual Response

BOX ADDRESS The address of an intersection in the center of the Box area or the address of the emergency scene itself.

BOX ALARM For the purpose of MABAS, a Box Alarm is a fire or other emergency requiring mutual aid through MABAS. A Box Alarm is the first request level for

	MABAS assistance. A 2 nd , 3 rd , 4 th or 5 th Alarm (or higher) are additional calls for equipment to the same fire or disaster area.
BOX CARD	A printed form containing details of departments, specialized personnel and equipment to respond to a given geographical area, target hazard and/or specialized response within a community.
BOX CARD NUMBER	Box alarm numbers are utilized to identify specific box alarm assignments for a fire department. Box alarm numbers can be duplicated between multiple departments.
BRANCH	Used whenever the number of Divisions or Groups exceeds the Span of Control. Can be either geographical or functional. The person in charge of each Branch is designated a Director.
CHANGE OF QUARTERS	Apparatus assigned physically changes to the stricken community to be available for simultaneous calls or move up to the fire scene on additional alarms.
COMMAND POST	The location of the Incident Commander of the fire or emergency scene. The Command Post at the scene will be identified by a flag or green revolving or flashing light or both.
DIVISION	Established to provide resources and coordination for a specific <i>geographical</i> location at an incident. The person in charge of each Division is designated as a Supervisor.
ENGINE (ENG)	A vehicle whose primary function is the delivery of water at increased pressures on the emergency scene. Reference is NFPA 1901. Minimum staffing of four (4) persons.
ELEVATED PLATFORM	A vehicle whose primary function is the same as "Truck" (see definition) and is equipped with a working platform attached to the extreme end of telescoping aerial device.
FIREGROUND FREQUENCIES	FG RED: 153.830 MHz FG WHITE: 154.280 MHz FG BLUE: 154.295 MHz FG GOLD: 153.8375 MHz* FG BLACK: 154.2725 MHz*

FG GRAY: 154.2875 MHz*

These frequencies are used to transmit and receive critical fireground information and may be used at the discretion of the Incident Commander. All radios are limited to 10 watts of transmission power.

*Narrow-band frequencies that may not be available on all radios.

GROUP

Established to provide resources and coordination for a specific *tactical* responsibility for an incident. The person in charge of each Group is designated as a Supervisor.

INABILITY TO SUPPLY

If a Department that is due to respond cannot supply properly staffed apparatus because of an existing situation (i.e. present fire of their own, apparatus out of service, or lack of personnel) THEY MUST notify the requesting Division Dispatcher immediately, so that the fill-in apparatus can be assigned from another department. This will usually be done from the next level of alarm.

MEMBER UNIT

A unit of local government including, but not limited to, a city, village, or fire protection district having a fire department recognized by the involved State Government; or an intergovernmental agency and the units of which the intergovernmental agency is comprised which is a party to the MABAS agreement and has been appropriately authorized by the governing body to enter into such agreement.

MUTUAL RESPONSE

This is a contractual agreement between two or more Departments to respond with specific equipment and personnel to a special area or building in that community on an initial Alarm. This equipment should be listed in the "Still" column (or in a separate column between STILL and BOX) on the Box Alarm Card as it is due prior to the calling of a Box Alarm. Mutual Response is sometimes referred to as Automatic Aid.

PASSPORT SYSTEM

An accountability system that utilizes components such as helmet shields (optional), passports, nametags, and status boards to track the assignment of personnel at an emergency incident.

QUINT	A vehicle whose primary function is the same as a "Truck" (see definition), but is equipped and capable of functioning as an "Engine" (see definition).
REQUESTING A BOX	It is the responsibility of the Department with the fire or other emergency to notify their Division Dispatch Center and request a Box Alarm or subsequent Alarms. The Box Number, type of incident, level of Alarm requested, address/location, staging, and authority are to be given.
RETURNING EQUIPMENT	At some time after the Box Alarm is struck out, the Incident Commander will return equipment. The order in which it is returned will be at the discretion of the Incident Commander.
SINGLE RESOURCE	May be individuals, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified supervisor that can be used at an incident.
SKIP ALARM	A department, at the time of the alarm, may request to go to a 2 nd , 3 rd , 4 th , or higher alarm. All equipment assigned to respond to the scene or change quarters on each previous level of alarm will respond or change quarters to the emergency. This may occur at any other level as well as when the original Box Alarm is called.
SNORKEL (Truck)	A vehicle whose primary function is the same as a (see definition) and is equipped with a working platform attached to the extreme end of an articulated aerial device. Minimum staffing is four (4) persons.
SPECIAL BOX CARD	A Box Card designated for Interdivision mutual aid listing a MABAS Division's equipment that is available to respond based on the type of equipment and location.
SQUAD (SQD)	A vehicle whose primary purpose is to provide personnel and/or heavy rescue support services on the emergency scene. Reference is NFPA 1901. Minimum staffing is four (4) persons.
STAGING AREA	A location near the fire or emergency scene where additional equipment is directed to assemble for

further instruction and organization. Also known as Level II staging.

STILL ALARM

The initial response to an incident. A Still Alarm may involve mutual response or change of quarters. This response is left to the individual community's discretion. Minimum staffing is that personnel existing on apparatus at the time agreed upon by the communities. Multiple levels of still alarms (Full Still, Working Still, etc.) are permitted. NOTE: The local dispatcher is responsible for dispatching all units listed in the Still Alarm level(s).

STRIKE TEAM

A set number of resources (normally five) of the same kind and type with common communications operating under the direct supervision of a Strike Team Leader.

STRIKING OUT A BOX ALARM

When the Incident Commander feels that the fire or other emergency is under control and he will not require another level Alarm, he is to "Strike Out the Box Alarm". The striking out of the Box Alarm is only done once and not for each level of Alarm. The Incident Commander will notify the Division Dispatch Center and give his name, the location of the Box Alarm and request that the Box Alarm be struck out per his orders. This means that companies due to respond on additional alarms will be advised by the striking out of the Box Alarm that they will not be needed.

TENDER (TNDR)

A water transport vehicle with a minimum capacity in excess of 1250 gallons and staffed by a minimum of two (2) persons.

TASK FORCE

Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

TELE-SQUIRT

Engine equipped with an elevated master stream device.

TRUCK (TRK)

A vehicle whose primary function is performing rescue and/or the delivery of large volumes of water from an elevated height on the emergency scene. Reference is NFPA 1901. Minimum staffing is four (4) persons.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: A-01-03

Subject: Functional Positions

Functional Area: Administration

Category: Policy

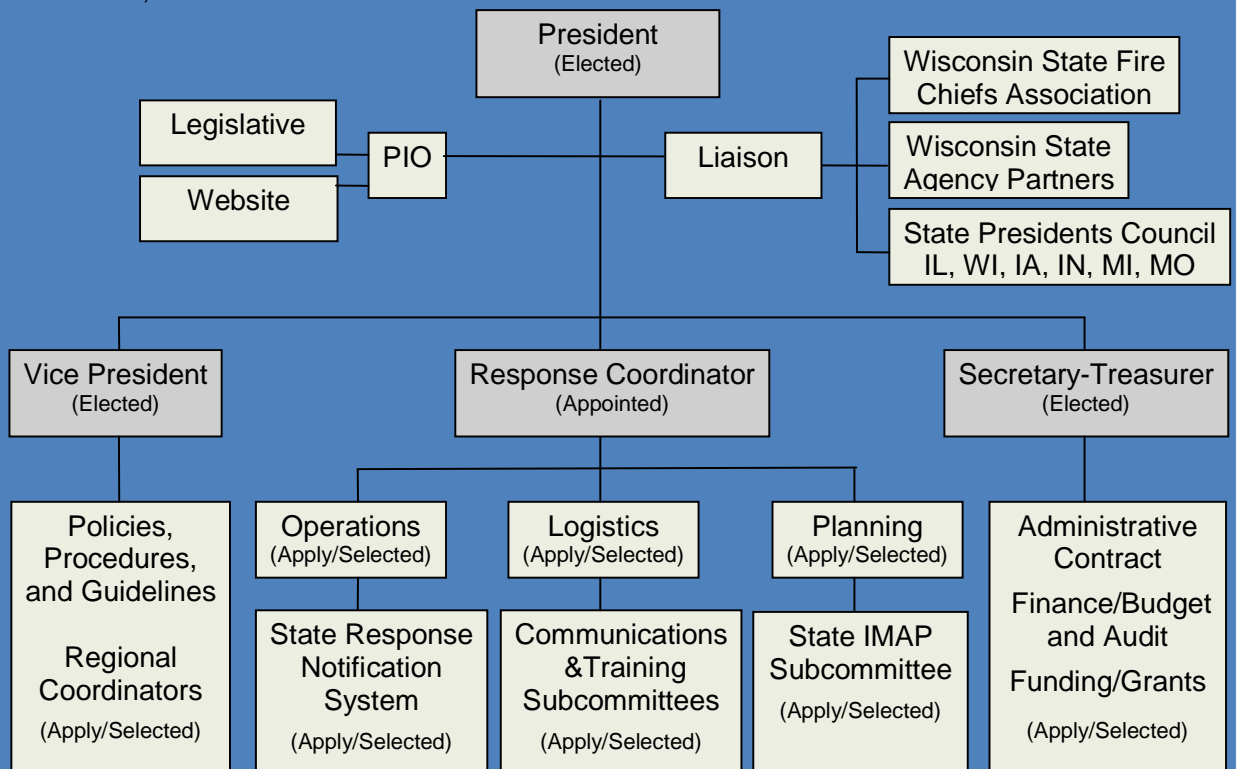
Approved: Approved by the Executive Board on March 12, 2008

Revised:

MABAS-Wisconsin

Organizational Structure

March 12, 2008



MABAS-Wisconsin Policies, Procedures, and Guidelines	
Index Number:	A-01-04
Subject:	Constitution and By-Laws
Functional Area:	Administration
Category:	Policy
Approved:	Approved by the Executive Board on August 14, 2007
Revised:	August 14, 2008

CONSTITUTION AND BY-LAWS

OF

Mutual Aid Box Alarm System – Wisconsin, Inc.

(MABAS-Wisconsin, Inc.)

Revised August 14, 2008

**REFERENCE TABLE
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CONSTITUTION AND BY-LAWS
OF
MABAS-Wisconsin, Inc.**

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**CONSTITUTION AND BY-LAWS
OF
MABAS-Wisconsin, Inc.**

ARTICLE I. GENERAL

- 1.01 Association: This non-profit, educational organization is formed by the members of the Mutual Aid Box Alarm System – Wisconsin, Inc., also known as MABAS-Wisconsin, Inc. The organization’s members are the representatives of regional fire service mutual aid response zones (divisions). The response zones/divisions are “typically” organized by county in the State of Wisconsin.
- 1.02 Purpose: MABAS-Wisconsin, Inc., hereinafter referred to as “Organization,” was organized exclusively to promote the fire service Mutual Aid Box Alarm System (MABAS) in the State of Wisconsin by:
- a.) Providing education, operational training, technical information, and resource materials to assist developing and established division for fire service mutual aid response.
 - b.) Protect individual division autonomy and its association with the entire MABAS.
 - c.) To address and advocate for the political issues in the State of Wisconsin affecting the MABAS.
- The Corporation is organized exclusively for educational purposes in compliance with Section 501(c)(3) of the Code, including, for such purposes the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- 1.03 Principal and Business Office: The Principal and Business office shall reside at the office of the President of the organization.

ARTICLE II. MEMBERS

- 2.01 Eligibility: The MABAS-Wisconsin, Inc. shall consist of Active, Associate, and Ex Officio members.
- A. Active Members: To be eligible active member of this organization, a person must be the representative (president or chair) of a recognized and approved division, be a member in good standing, and abide by the organization’s Code of Ethics. An active member shall have the privilege of the floor and voting power if designated by the division.
 - B. Associate Members: An associate membership may be granted to a representative of an organization, or interested person(s) after applying for associate membership and approval by a majority vote of the active members. An associate member shall have the privilege of the floor, but do not have the power to vote on business of the organization.
 - C. Ex Officio Members: By virtue of the office that certain public officials hold, they may be considered for active membership in the organization. To

be recognized as an Ex Officio member, the organization's active membership must first approve the membership. The ex officio members shall have the privilege of the floor and voting power. Currently, the only ex officio member approved by the organization is the Fire Services Coordinator from Wisconsin Emergency Management.

- 2.02 Member Donations: Any member(s) may voluntarily donate to the organization and their gift would be tax deductible.
- 2.03 Voting Rights: Each recognized division will have one vote cast for elections and other business of the organization. The vote is cast by the division president or a designated representative.
- 2.04 Activity Information: Members shall be updated on activities by the Executive Board at general business meetings or by electronic means, as needed.
- 2.05 Committee Membership: Members may volunteer to be on committees as openings occur. The President of the organization will accept applications to committees and will approve all committee appointments.
- 2.06 Fund Raising: All members are invited to participate in all fund raising activities regardless of participation on the committees organizing same.

ARTICLE III. ORGANIZATION

- 3.01 Board of Directors: The Board of Directors are defined as the Active and Ex Officio members.
- 3.02 Executive Board: The Executive Board shall consist of the President, Vice President, Secretary, and Treasurer.
- 3.03 Term: The term for Executive Board positions shall be two years. Executive Board members may serve an unlimited number of terms.
- 3.04 Meetings: The Executive Board shall hold a minimum of four (4) general business meetings per year, and as needed for the good of the organization. Meetings shall be held at a time and place designated by the Executive Board members with the August meeting being designated as the Annual Meeting. Meetings are typically held on the second Thursday of the month, with odd numbered months in the morning and the even numbered meetings in the evening. Special meetings may be called by the President of the organization. Meetings may be held by electronic format (teleconference and/or videoconference) if one active member is present. The annual meeting, typically the August meeting, shall not utilize electronic meeting format.
- 3.05 Approval: These By-Laws were initially approved by the membership on August 9, 2007.
- 3.06 Amendment: These By-Laws may be amended by 2/3 of the membership at any meeting where a quorum is present.
- 3.07 Notice: Notice for Board Meetings shall be a minimum of five (5) days prior to the meeting if written or two (2) days if personal verbal.
- 3.08 Quorum: The Quorum shall consist of greater than 50% of the active and ex officio membership.
- 3.09 Motion Approval: A motion shall pass if it is approved by a majority of voting members in attendance at a meeting where a quorum is present.

- 3.10 Meeting Rules: Where not otherwise specified in the By-Laws, “*Robert’s Rules of Order*” shall govern the conduct and procedure of business meetings of the organization.
- 3.11 Voluntary Termination: Board members may terminate their position at any time they desire. A new Board member shall be elected by the voting membership at their next business meeting, and that Board member shall serve out the term of the withdrawing Board member.
- 3.12 Involuntary Termination: An Executive Board member may be terminated “For Cause” if approved by 2/3 of general members. In any attempt to have a Board member terminated For Cause, the Board member is entitled to, and may request, a hearing before a committee consisting of the remaining Board members plus five (5) randomly selected general members. That committee’s decision as to the termination of the Board member shall be final.
- 3.13 Compensation: There shall be no compensation for Executive Board members.
- 3.14 Dues: There are no dues established for membership at this time.

ARTICLE IV. OFFICERS

- 4.01 Principal Officers: The principal officers of the organization shall be President, Vice President, Secretary, and a Treasurer, and constitute the Executive Board of the organization. Other officers and assistant officers, as may be deemed necessary, may be elected or appointed by the membership. No two or more principal offices may be held by the same person, however one or more committee assignments can be held as a principal officer.
- 4.02 President: The President shall be the chief executive officer of the organization and, subject to the will of the membership, shall, in general (a) administer all of the business and affairs of the organization; (b) have authority, subject to such rules as may be prescribed by the membership, to appoint such agents and employees of the organization as the President shall deem necessary, to prescribe their powers, duties, terms and compensation and to delegate authority to them; (c) have authority to sign, execute and acknowledge, on behalf of the organization, reports and other documents or instruments necessary or proper to be executed in the recourse of the organization’s regular business, or which shall be authorized by resolutions of the membership; (d) report to the membership; and (e) perform all duties incident to the office of President.
- 4.03 Vice President: The Vice President shall perform such duties as the President or the membership may from time to time specify. The Vice President shall conduct the meetings and the business of the organization in the absence or vacancy in the office of President.
- 4.04 Secretary: The Secretary position shall (a) keep the minutes of the Board of Director’s meetings; (b) give all notices in accordance with the provisions of these By-Laws or as required by law; (c) be custodian of the organization’s records; (d) keep a register of the post office address of each member of the organization; and (e) in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or membership.

- 4.05 Treasurer: The Treasurer position shall see that a true and correct accounting of the financial transactions of the organization is made and that reports of such transactions are presented to the membership. The Treasurer shall have the care and custody of the funds of the organization, and shall cause the same to be deposited in such manner in such banks as the Board of Directors may direct.
- 4.06 Elections: Elections for principal officer position(s) will be held at the August meeting. The candidates who receive the highest number of votes from the active members present at the meeting shall be elected to the open position, provided there is a quorum. Election notice shall be given at the meeting preceding the election meeting (typically July). If the election of officers can not be held at the August meeting, such election shall be held as soon thereafter as convenient. Each officer shall hold the office until his or her successor shall have been duly elected. For organization continuity, the President and Treasurer positions will terminate on the odd year and alternate with the Vice President and Secretary-positions that will terminate on the even year.
- 4.07 Removal: Any officer or agent may be removed by the active members whenever in its judgment the best interests of the organization will be served thereby. Election or appointment shall not of itself create contract rights.
- 4.08 Vacancies. Any unexpected vacancy in any principal office shall be filled by the President, or Vice President if filling the President's position, for the unexpired portion of the term.

ARTICLE V. DUTIES OF MEMBERS

- 5.01 Business Matters: Members are encouraged to attend meetings to make resolutions and approve operational and financial business of the organization, which includes but is not limited to, establish operational guidelines, elect principal officers, approve new members and division status, and adopt an annual budget, authorize contracts, conduct internal audits, authorize payments, participate on committees, and sign organization checks.
- 5.02 Division Representative: The president or chair of the division shall be the designated representative to cast votes at a general meeting. Each division may designate in writing to the Secretary; one or more alternates who may represent the division in the absence of the president. Designation must be filed in writing prior to recognition at any meeting.
- 5.03 Prohibited Activities: Member divisions, fire departments, and/or individuals are prohibited from engaging in any activity or imply representation in the name of MABAS-Wisconsin without the expressed, written approval of the organization. Members are prohibited from utilizing the logo or name MABAS-Wisconsin in any private enterprise without the expressed written approval of the organization.
- 5.04 Conflict of Interest Policy: All members shall abide by the current Conflict of Interest Policy established by the organization, or be subject to removal.

ARTICLE VI. POWERS AND FINANCIAL MATTERS

- 6.01 Powers: No part of the net earnings of the organization shall inure to the benefit of, or to be distributed to its general members or Executive Board members or other private persons, except that reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article I of these By-Laws. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these By-Laws or Articles of Organization, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code, or an association, to which contributions are deductible under Section 170(c) (2) of the Internal Revenue Code, or any corresponding section of any future federal tax code.
- 6.02 Contracts: Contracts over \$1,000 requires a motion and approval of a majority of the active membership at a general business meeting.
- 6.03 Checks: All disbursements shall be by check or through an authorized automated banking system. Two (2) Executive Board members shall be authorized to sign on the organization's checking account, although only one signature is required.
- 6.04 Deposits: All funds of the organization not otherwise employed shall be deposited, typically by the Treasurer, in a timely manner to the credit of the organization in such banks, trust companies or other depositories as may be selected by the membership.
- 6.05 Distributions: The organization may make distributions of unrestricted funds in furtherance of its tax-exempt purposes in the manner determined by the motion and approval of the membership at a general business meeting.
- 6.06 Annual Budget: The Finance Committee shall prepare an annual budget for review at the May meeting and approve at the June meeting.
- 6.07 Internal Audit: The President may designate someone other than one of the authorized signatures to review and approve the monthly bank reconciliations and financial statements.
- 6.08 Fiscal Year: The fiscal year for the organization begins July 1st and ends on June 30th.

ARTICLE VII. COMMITTEES

- 7.01 Standing Committees: The Executive Board will establish certain committees to continually monitor technical, political, and operational influences on the Mutual Aid Box Alarm System in Wisconsin. These potential committees include, but are not limited to, communications, website, Wisconsin Emergency Management, and liaison to the Illinois Mutual Aid Box Alarm System.
- 7.02 Event Committees: The Executive Board shall designate as many committees as necessary to perform the work required. An Executive Board member shall be a member of each committee. Each committee chair may ask the general membership for up to four (4) volunteers to also serve. The chair of each

committee shall report on their committee's activities at each general business meeting. The committees shall organize each event, but all members shall be invited to participate in the fund raising activities. Meetings of individual committees shall be at the discretion of the chairperson. Potential event committees may be for the fundraising events.

7.03 Education/Training Committees: A main point of the organization's mission is to provide education, operational training, technical information, and resource materials assistance to developing and established response divisions.

7.04 Finance Committee: A Finance Committee may be set up by the Executive Board and shall consist of the Treasurer and two (2) non-Executive Board members. The Treasurer or a Finance Committee member shall present financial statements at all business meetings. The Finance Committee shall also conduct and prepare an annual audit for the July business meeting. The Finance Committee and the President will prepare an annual budget for review at the May meeting and adoption at the June meeting.

ARTICLE VIII. WITHDRAWAL, EXPULSION, TERMINATION & DISSOLUTION

8.01 Withdrawal: Any member may terminate its participation and membership in the organization at any time, provided that the member wishing to terminate shall give written notice to the President specifying the date of the termination. Such notice is to be given a minimum of ninety (90) days prior to the specified termination date. The written notice herein shall be given by personal delivery, registered mail, or certified mail to the office of the President.

8.02 Expulsion: Members may be expelled from the organization for cause associated with a vote of two-thirds (2/3) of the active members. Expulsion may be carried out for one or more of the following reasons:

- A. Failure to repay debts owed or make payments to the organization as promised.
- B. Withholding or elimination of fire suppression or emergency medical resources to member agencies to a point where it places an unwarranted burden on one or more members of the organization.

8.03 Termination and Dissolution: Upon the termination and dissolution of the corporation, the Executive Board shall, after paying or making provisions for the payment of all liabilities of the organization, distribute all of the assets of the organization exclusively for the purposes of the organization in such manner, or to such organization or corporation organized and operated exclusively for charitable, educational, religious, or scientific purpose as shall at the time qualify as an exempt organization or organizations under 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law), as the Executive Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

Note: The original is signed, dated, and on file with the MABAS-Wisconsin Secretary, the Wisconsin Division of Financial Institutions, and the United States Internal Revenue Service.

MABAS-Wisconsin Policies, Procedures, and Guidelines	
Index Number:	A-01-05
Subject:	MABAS-Wisconsin Conflict of Interest Policy
Functional Area:	Administration
Category:	Policy
Approved:	Approved by the Executive Board on September 13, 2007
Revised:	

MABAS-Wisconsin, Inc. Conflict of Interest Policy

Article I - Purpose

The purpose of the conflict of interest policy is to protect the interest of MABAS-Wisconsin, Inc. (Organization) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II - Definitions

1. Interested Person

Any director, principle officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a.** An ownership or investment interest in any entity with which the Organization has a transaction or arrangement.
- b.** A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c.** A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessary a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III - Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV - Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the person(s) who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the person(s) who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V- Compensation

The following are the issues of compensation:

a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI - Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

a. Has received a copy of the conflicts of interest policy,

b. Has read and understands the policy,

c. Has agreed to comply with the policy, and

d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII - Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

a. Whether compensation arrangements and benefits are reasonable, based

on competent survey information, and the result of arm's length bargaining.

b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII - Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Note: The original is on file with the MABAS-Wisconsin Secretary and with the United States Internal Revenue Service.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: A-01-05

Subject: Standing Committees – Work Task Groups – Liaison
Assignments

Functional Area: Administration

Category: Policy

Approved: Approved by the Executive Board on March 12, 2008

Revised:

Committee Assignments

- Communications
 - Bill Bouma – Chair
 - Steve Hansen
 - Randy Pickering
 - Carl Guse
 - Tim O’Neil
 - Jim Mayer
- Training & Education
 - Keith Tveit – Chair
 - Mark Pierce
 - Bruce Hedrington
 - Rick Hammond
 - Bill Rice
- Policies, Procedures, & Guidelines
 - Steve Krause
 - Bill Bouma
 - Joe Knitter
 - Al Rufer
- Finance & Funding
 - Rod Smith
 - Deb Weber
- Website/Marketing
 - Steve Hansen – Chair
 - Dean Nelson
 - Bruce Hedrington
- Legislative
 - Paul Guilbert – Chair
 - Brian Satula
 - Steve Krause
- Intrastate Mutual Aid Plan

- Brian Satula – Chair
- Brad Liggett
- Keith Tveit

- Water Supply Work Group
 - Ed Janke – Chair
 - Ken Hartje
 - Randy Pickering

Notes:

These are the committees that were identified at the strategic planning sessions. Some members of the organization have been assigned to chair position and others have offered to help. All members asked to contribute effort to the goals, objectives, and the individual action items necessary to meet our mission and realize our vision.

The bulk of the work and progress realized by this organization is done by these standing committees and work groups. In the coming months, the Training and Education, Finance and Funding, and the Policies, Procedures, and Guideline committees will require many more members than those that are identified here. There are many statewide operational concerns the fire service in Wisconsin need to have dialogue on. Find your niche and volunteer your services to make the fire service better.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: A-01-07

Subject: MABAS-Wisconsin Regional Coordinator

Functional Area: Administration

Category: Policy

Approved: Approved by the Executive Board on October 9, 2008

Revised:

Purpose:

The Regional Coordinator position serves as a liaison to the member divisions and a coordinating agent for the Mutual Aid Box Alarm System in Wisconsin (MABAS-WI) and the Wisconsin Fire Service Emergency Response Plan (WFSERP). The Regional Coordinator assists the Wisconsin Emergency Management (WEM) Fire Services Coordinator and the WEM Regional Director for emergencies and disasters requiring the resources of MABAS-WI.

Authority for the Position:

The authority for the position of Regional Coordinator is derived from the Wisconsin Administrative Code, WEM 8. The specific section is Chapter WEM 8, Standards and Procedures for the Mutual Aid Box Alarm System, WEM 8.07:

WEM 8.07 Coordinators. Each MABAS division shall have one division coordinator available at all times. Each MABAS region shall designate one division in its region to act as the regional coordinator. Each WEM region shall designate one MABAS division as a WEM regional coordinator.

Reporting Requirements:

The Regional Coordinator reports to the MABAS-WI Vice President for administrative functions and to the MABAS-WI Response Coordinator for emergency response operations.

Qualifications/Selection:

- A. The individual(s) holding the position of Regional Coordinator or designee shall possess the following minimum qualifications:
1. NIMS IS 100, 200, 700, and 800(A)
 2. NIMS ICS 300 and 400
 3. Minimum of five (5) years of command level fire service experience
 4. Accept the Position Responsibilities for the Regional Coordinator position (in this policy)

- B. For regions having a MABAS-Wisconsin recognized division(s), the division representatives within the region shall designate one division as the Regional Coordinator within the region. The selection shall be determined by majority vote of the division representatives (one vote for one division). All individual(s) acting in the Regional Coordinator position shall meet the minimum qualifications that are set by the Board of Directors.
- C. For regions not having MABAS-Wisconsin recognized division(s), the President of MABAS-Wisconsin shall appoint Regional Coordinator and designees. The appointment process will be based on an application, meeting the minimum qualifications set by the Board of Directors.

Position Responsibilities:

A. Administrative Actions

- 1. Position will come from the Division designated by the MABAS-WI/WEM Region and approved annually by the Board of MABAS-WI. For regions without an organized division, the President of MABAS-WI shall recommend a Regional Coordinator with the approval by the Board.
- 2. Participates in the maintenance of the WFSERP document.
- 3. Identifies and trains at least one (1) alternate for the Region (preferably another Division Representative).
- 4. Serves as member of the MABAS-WI IMAP Committee.
- 5. Maintains current resource list of equipment, personnel, etc., within the MABAS-WI/WEM Region that are available for response upon WFSERP activation. Updates resource list at least semi-annually and provides the list to MABAS-WI Secretary, the Central Dispatch Center, and WEM Fire Services Coordinator.
- 6. Acts as liaison and resource for the county fire chiefs' associations in the MABAS-WI/WEM Regions.
- 7. As stated in WEM 8.07 (above), one division will be designated as the Regional Coordinator. Each Regional Coordinator shall identify an alternate(s) for the purpose of coverage. The alternate(s), to the best possible availability, shall be from geographically separated areas within the region. Currently, MABAS-WI has six response regions corresponding to the six WEM regions in the state. The six regions are:
 - Northwest Region
 - Northeast Region
 - West Central Region
 - East Central Region
 - Southwest Region
 - Southeast Region

B. Emergency Response Actions

- 1. During WFSERP activation, serves as a point of contact for the MABAS-WI division representatives, WEM, and the MABAS-WI Response Coordinator.

2. During WFSERP activation, the closest Regional Coordinator is assigned or assigns liaison for coordination of resources under the WFSERP to incident command in the disaster area.
3. During WFSERP activation, will bring assigned equipment and personal supplies necessary for deployment, i.e. communications equipment, credentialing equipment, and personal supplies to be self-sustained for seventy-two (72) hours.
4. During WFSERP activation, the next available Regional Coordinator (or region alternate) to the stricken unit is assigned to the Reception Area to process arriving resources, verify the Authentication Matrix, and release resources to the incident staging area(s).
5. During WFSERP activation, the Regional Coordinator assigned to the Reception Area will ensure proper demobilization of resources being released from the Reception Area and the incident.
6. During WFSERP activation, Regional Coordinators or alternates will be assigned to incident command and the Reception Area, and will communicate with the WEM Fire Services Coordinator and Response Coordinator of MABAS-WI.
7. During WFSERP activation, Regional Coordinators or alternates will be assigned to the Advance Team (A-Team) for deployment of MABAS-WI resources activated under the Plan to cooperate with incident/unified command to establish and coordinate the Reception Area facility.

Response Procedures:

A. Reception Area Facility

The Reception Area is a location separate from staging areas where resources report in for in-processing and out-processing. The Reception Area provides accountability, security, situational awareness briefings, distribution of Incident Action Plans, briefings, and supplies for requested resources. No resources will be allowed into the Reception Area without the proper Authentication Matrix. The Reception Area may be co-located with other incident facilities, i.e. the base camp. Resources will be sent to incident staging area(s) or directly to operational areas from the Reception Area.

B. Authentication Matrix – Credentialing Procedures:

1. During some deployments it may be necessary to ensure various forms of communication as valid. MABAS-WI utilizes an Authentication Matrix procedure for this purpose. The mission orders of the Authentication Matrix will be issued to task force or strike team leader by the Central Dispatch Center prior to departure or WEM – Fire Services Coordinator will provide the orders at the deployment mustering point of departure. The Regional Coordinator will authenticate mission orders, personnel assigned, personal identification and qualifications, and assignments from incident/unified command.
2. The Authentication Matrix will be utilized by personnel at the Reception Area to validate the resource request. Any resource not able to supply the proper validation information, will be handled by force protection/security at the Reception Area.

3. The Regional Coordinator will utilize an Emergency Action Check list found in Attachment A. This attachment is also found in the Wisconsin Fire Service Emergency Response Plan, Appendix G, Key Position Checklists..

Attachment A: Wisconsin Fire Service Emergency Response Plan: Key Position Checklists

MABAS-WI REGIONAL COORDINATOR

Position Responsibility: Maintenance and coordination of the Plan at the regional level.

Actions:

- _____ Appointed annually by the President of MABAS-WI.
- _____ Serves as a point of contact for the MABAS-WI division representatives, WEM, and the MABAS-WI Response Coordinator.
- _____ Identifies and trains at least one (1) alternate for the Region (preferably a Division Representative).
- _____ During activation, the closest Regional Coordinator is assigned or assigns liaison for coordination of resources under the Plan to incident command in the disaster area.
- _____ During activation, the next available Regional Coordinator to the stricken unit is assigned to the Reception Area to process arriving resources, verify the Authentication Matrix, and release resources to the incident staging area.
- _____ During activation, the Regional Coordinator assigned to the Reception Area will ensure proper demobilization of resources being released from the Reception Area and the incident.
- _____ Serves as member of the MABAS-WI IMAP Committee.
- _____ Acts as liaison and resource for the County Fire Chiefs' Associations in the area.
- _____ Maintains current resource list of equipment, personnel, etc., within the region that are available for response upon Plan activation. Updates resource list at least semi-annually and provides the list to MABAS-WI Secretary, the Central Dispatch Center, and WEM Fire Services Coordinator.
- _____ During Plan activation, Regional Coordinators or designees is assigned to incident command and the Reception Area, and will communicate with the WEM Fire Services Coordinator and the President of MABAS-WI.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: A-02-01

Subject: Application for Division Status

Functional Area: Administration

Category: Policy

Approved: MABAS Executive Board on February 14, 2008

Revised:

Purpose:

The purpose of this policy is to provide guidance to the MABAS-Wisconsin Executive Board and prospective MABAS-Wisconsin Divisions on what is required to be identified as a bona fide MABAS-Wisconsin Division. This policy addresses the steps necessary to receive a Division Identifier Number.

Responsibility:

This Policy applies to all new MABAS-Wisconsin Divisions.

Accountability:

Enforcement of this specific policy rests with the Secretary of MABAS-Wisconsin.

Reporting Requirement:

There is no routine reporting requirement for this policy; however developing Divisions will provide monthly progress reports.

Background:

The prospective division shall submit to the MABAS-Wisconsin Secretary the following documents:

- 1) **LETTER OF INTENT:** A letter of intent requesting recognition as a MABAS-Wisconsin Division and which includes description of the geographic areas to be included within their division.
- 2) **MEMBERSHIP:** A list identifying a minimum of four departments that will form the proposed Division, each of which shall have their resolutions and contracts approved and signed by their respective elected officials.
- 3) **DISPATCH CENTERS:** A letter identifying the Division's primary and backup dispatch centers, the contact person, telephone number and email address of each dispatch center.

- 4) MEMBER DEPARTMENT CONTACT INFORMATION: A list identifying each member department, address, mailing address (if different), contact person, telephone number, fax number and email address.
- 5) WRITTEN PLAN: A written plan detailing the steps that will be taken by the proposed Division to reach their ultimate goal of achieving official status and going “on-line” and identifying the tentative deadline (date) for going “on-line”.
- 6) DIVISION OFFICERS: A list of the Division officers, their title/position, department name, address, mailing address (if different), telephone number, fax number, and email address.

Policy:

Approved by the MABAS-Wisconsin Board on February 14, 2008.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: A-02-01.01

Subject: Application for Division Status – Implementation Plan

Functional Area: Administration

Category: Guideline

Approved: Approved by the Executive Board on May 14, 2009

Revised:

Purpose:

The purpose of this guideline is to provide information to the MABAS-Wisconsin Executive Board and to assist perspective MABAS-Wisconsin division with the development of the Implementation Plan for the Application for Division Status. This guideline includes the key considerations and necessary components of an Implementation Plan submitted with the Application. The points identified in this guideline are considered to be a checklist of future needs and identification of gaps for the perspective division before going “on line”.

Guideline:

1. Organization Component
 - A. Authority – Under whose authority is the division organized (Chiefs Association, Emergency Management, or a separate organization)?
 - B. Steering Committee – Does your division have a steering committee? Who will lead the committee during the process?
 - C. Sustainment – How will the division be sustained? Has a funding mechanism been identified for training, necessary equipment, and incidental costs.
2. Communication Component
 - A. Dispatch Center – Has the primary dispatch center been identified? What back up dispatch center will be used? Are there procedures in place for the activation of the back up dispatch center?
 - B. Hardware – Are there radio purchases necessary for the dispatch centers and the fire and EMS personnel? Is reprogramming necessary?
3. Personnel/Training Component
 - A. Personnel – Are there enough personnel available to complete necessary tasks?
 - B. Training – When will your division require training? Do you have a training location available?
 - C. Drills – Will your division conduct communication or tabletop drills?
4. Box Card Component
 - A. Card Development – Are your box cards complete? Will your division require assistance with development? When will that process be complete?

- B. Interdivisional Cards – Will your division provide an interdivisional response? (not required) If yes, has your division identified mustering points? Logistic support? How will the task force or strike team be contacted?
5. “On Line” Date Component
- A. Target Date – Has the date been clearly identified and understood by all division members? Does your target date take the member agency budget cycle into consideration? MABAS-Wisconsin understands that the date chosen is tentative, and that the schedule may experience slippage.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: A-02-02

Subject: MABAS-Wisconsin Getting Started Guideline

Functional Area: Administrative

Category: Guideline

Approved: MABAS-Wisconsin Executive Board on May 14, 2009

Revised:

Purpose

The purpose is to establish a best practice checklist for developing regions seeking division status.

Responsibility

This guideline was developed for newly forming divisions outlining the challenges that will surface and the process that the members will need to undertake to apply for division status. There is no responsibility to follow this guideline exactly, however has been identified as a best practice by current divisions seeking application to the Mutual Aid Box Alarm System in Wisconsin.

Accountability

Enforcement of this policy rests with the developing division.

Reporting Requirement

There is no routine reporting requirement for this policy.

Background

As areas of the State of Wisconsin realize the benefits of becoming part of the Mutual Aid Box Alarm System, the interest will grow into action toward division status. You have already taken the first step by obtaining this “Getting Started Checklist.”

The necessary steps of becoming a division will require effort and leadership, however the end goal of becoming a division providing a greater level of fire, special rescue, and emergency medical services to your community will be realized. The “Getting Started Checklist” was developed from the planning, development, and implementation efforts of current MABAS divisions providing a “best practices” list for newly forming divisions. The “Getting Started Checklist” will make the process more organized and the transition journey a greater success.

Guideline

A. Establish the Interest

Many of the MABAS divisions are generally formed within a single county, however this is not a mandatory requirement. Counties that share a border and each having a reduced population density and geographical area may team together to form a single division; while a county of high population or large geographical area may choose to develop separate divisions. In most instances, a county having at least 4 communities with contiguous borders is the best recipe for forming a division.

Many areas have fire and EMS organizations associations, i.e. a county fire chiefs association, where the interest will start. From that group, we strongly recommend that the organization form a steering committee or workgroup to address the major steps. If the interest exists, the committee will provide the management and support that will be necessary for the process. The steering committee will prove to be a valuable asset for the member agencies, and will directly impact the amount of time the implementation process will take.

B. Contact MABAS-Wisconsin

When the interest changes to action, the official journey begins with contacting MABAS-Wisconsin to inform us of the interest in forming a division. Call or email to let us know about the intent to form a division with the municipalities in your area. We can provide an overview of the process and discuss the resources available, i.e. “Getting Started” presentation, fire and dispatch personnel training, and box card development. Visit MABAS-Wisconsin website www.mabaswisconsin.org, the “Contact Us” link for the MABAS-Wisconsin Executive Board officers. You can also have us place you on the MABAS-Wisconsin email group; you will be provided with periodic information about the most up-to-date information on mutual aid and communications in the State.

C. Communications

Invariably interoperable communications becomes the most discussed and widely misunderstood step in the planning and implementing process, and it creates the most difficulty. Much has been written on interoperability, P25 compliance, narrow-banding, and federal grants creating the confusion. We strongly recommend discussing communications at the very beginning of the process since the purchase of radio equipment may be necessary. If purchases are necessary, budget planning may take a period of time.

All MABAS communications occur on simplex, VHF (150-160 MHz) high band frequencies, so operating currently on the VHF band is a big plus. The communications in MABAS occur on 2 separate, but necessary levels. The first level is dispatching – the primary dispatch radio frequency is IFERN (Interagency Fire Emergency Radio Network). Dispatch communications include alerting of member agencies, communications with resources reporting their responding and in-staging status, and where initial assignments are given by the incident commander; the second level of communication is at the incident operations level (typically on FG Red, FG White, FG Blue, FG Gold, FG Black, and FG Gray

simplex frequencies) where all tactical/incident level communications occur. Only the incident commander communicates on both of these communication levels. There are two communications questions that should be answered very soon in the process:

1. What agencies will provide MABAS dispatching?

Each division will need to have a primary and a back up dispatch center for MABAS dispatching. If there is only one dispatch center for the entire area, then consider the neighboring MABAS division or county dispatch center as the backup – each dispatch center must have adequate radio coverage on IFERN is necessary for the geographical area of the pending division. Providing the funding for adequate radio coverage and obtaining the necessary radio equipment will be the greatest financial challenge in the process. Early determination of these communication needs and budget planning will shorten the implementation process. Contact MABAS-Wisconsin, we may be able to provide assistance in finding funding sources for the dispatching equipment.

2. How are communications in MABAS accomplished?

The planning process for MABAS communications must consider how everyday business is accomplished (on which frequency band) and how agencies will communicate in MABAS (on VHF high band). The minimum communications needs in MABAS are IFERN at the dispatching level and FG Red, FG White, FG Blue, FG Gold, FG Black, and FG Gray simplex frequencies on the fireground level. Visit MABAS-Wisconsin website, the ‘Communications’ link for the State of Wisconsin Mutual Aid Frequency Plan 2006, which provides the complete mutual aid frequency list. These frequencies have been licensed by the State Patrol for public safety agencies for mutual aid mobile and portable interoperability. Public safety agencies need only notify the State Frequency Coordinator, utilizing the “State Frequency Authorization Request” form found in the above document. Dispatch center base stations must be licensed by Federal Communications Commission (FCC) rule. Application for base station can be found on the FCC website at <http://wireless.fcc.gov/uls/index.htm?job=home>.

D. MABAS Adoption by Local Municipality

The MABAS-Wisconsin Agreement is an inter-governmental agreement, which means that only municipalities or units of government sign the Agreement. Most member agencies are required to have an enabling document, i.e. local resolution or ordinance by the local governing body, to allow the chief elected official to sign and the municipal clerk to verify the MABAS Agreement. The State of Wisconsin has adopted MABAS as the official mutual aid plan through Senate Bill 642, signed by Governor James Doyle in April 2006, and has authorized the inclusion of administrative rules (WEM 8) for implementation of the plan. MABAS-Wisconsin has provided sample resolutions to assist in developing the resolution. The sample resolutions can be found on the website, in the “Getting

Started” link. The completed resolutions are sent to the MABAS-Wisconsin Secretary/Treasurer. There are two types of resolutions:

1. MABAS Contract-Addendum B 121307 – This is a sample resolution is for municipalities that are provided with coverage by private EMS and fire district companies (organized under Chapter 181 or 213, Stats.). This resolution authorizes the top elected official and the municipal clerk to sign the agreement, allowing the private company(s) to participate in the MABAS through the municipality.
2. MABAS Contract-Addendum C 121307 – This is a sample resolution for municipalities that provide municipal fire and EMS coverage. The resolution authorizes the top elected official and the municipal clerk to sign the MABAS-WI Agreement.

E. MABAS-Wisconsin Agreement

Member agencies are required to have the MABAS-Wisconsin Agreement signed by the chief elected official and clerk of the municipality or unit of government and submitted to MABAS-Wisconsin. The Agreement gives the legal provisions for mutual aid throughout the State and other states in MABAS, and from the entire MABAS system. It further spells out the Administrative Rules of WEM 8; it addresses the necessary liability, Worker’s Compensation, and indemnification language that an inter-governmental agreement must contain.

The Agreement wording and provisions cannot be changed and is only available in an Adobe format, with exception of the signature page. The signature page can be changed to fit the format needs of the local municipality. The completed division Agreement is submitted to the MABAS-Wisconsin Secretary/Treasurer. Visit MABAS-Wisconsin website, in the “Getting Started” section for the Agreement and the signature page. Contact the MABAS-Wisconsin Executive Board for any assistance with the contract.

F. Application for Division Status

When the letter of intent has been sent in, the dispatching and communication needs have been planned, and the resolutions and agreements of the member municipalities have been signed, the Application for Division Status can be sent in for approval. All new divisions are approved by the Board of Directors at a regular business meeting – the Board is comprised of the existing members of MABAS-Wisconsin. The policy for Application for Division Status and the guideline for developing an implementation plan can be found on the website, in the “Policies, Procedures and Guidelines” link. For assistance with the application, contact a member of the Executive Board.

G. General Operating Procedures

The Mutual Aid Box Alarm System is premised on a “standardized” system in all areas. To accomplish the standardized system, MABAS-Wisconsin has developed a *Policies, Procedures, and Guidelines Manual*. These procedures have been adopted by MABAS-Wisconsin and are a starting point for the division to address response in the local area as it relates to a MABAS response.

The MABAS-Wisconsin system allows for minor changes in the Procedures when operating internally to the division, although when deploying inter-divisionally, the Procedures must be followed. For example, division members have agreed to staffing levels for engine and truck response of two personnel is acceptable; however, if there is an interdivisional response, the staffing levels of engines and trucks are four. Much of this document is “boiler plate” operational procedures in the MABAS system in the State and some of the procedures will not pertain to every division.

MABAS-Wisconsin has other policies, procedures, and guidelines, available on the website, that provide standardization of the system administration and organization, special operational needs, and mission support structures. All official documents of MABAS-Wisconsin are approved by the Board of Directors, which are comprised of the representatives of each division. Any changes in the General Operating Procedures by the division must be submitted to the MABAS-Wisconsin Secretary/Treasurer and are approved by MABAS-Wisconsin Board of Directors at a regular business meeting.

H. Box Card Development

Each division member will need to develop box cards; the box cards identify the required MABAS resources that are necessary for a given emergency event in a given response area. There are numerous box card types, however individual members must evaluate their response area risks and identify the box cards that address that risk. Visit MABAS-Wisconsin website “Getting Started” link for the *Box Card Design* guideline. Contact MABAS-Wisconsin Executive Board for questions and assistance with box card development.

At the point where divisions begin to develop their box cards in where the divisions begin to see the value of MABAS. Having box card meetings gives local emergency responders a chance to inventory what is available in their area, and address the response risk; it can also be a networking session to discuss common challenges. Mutual aid was based on neighbor helping neighbor and these meetings will bridge the reluctance to ask for help without exhausting the resources of your close neighbor only.

The complete and latest version of the division box cards will be entered in Wisconsin Emergency Management (WEM) website, E-sponder, at <http://www.wiesponder.com/>. The website is emergency management tool for local, county and state emergency operations centers. The box cards can be accessed by secure logon and found in the Special Projects link divided by MABAS-Wisconsin/WEM region and division. Within each division folder is the individual municipalities and their box cards. The website is password

protected and an application process is necessary for access to E-sponder – visit the website for registration information.

I. Training

Your fire, special rescue, and emergency medical resources, and your dispatching personnel will require training on MABAS policies and procedures. The steering committee will be the key to the success of MABAS implementation and therefore it is strongly suggested to have at least one training officer be part of the steering committee. MABAS-Wisconsin can provide training to your division or assist your training officer in the process. Visit MABAS-Wisconsin website, the “Training and Education” link for training materials that are available. Also contact MABAS-Wisconsin Executive Board to set up a training session in your area.

J. Set “Go Live” Date

Many fire departments are able to complete their box cards early in the process and begin calling each other by phone for assistance using the alarm levels established. Depending on the number and complexity of the issues encountered, there will be a point that the new division members will decide to go live. It is a good idea to have the steering committee/workgroup monitor the start up time and provide feedback to the county/regional association. Based on past experiences, it will be a very exciting time becoming a functioning member of the largest mutual aid system in the country.

K. Application Submittal

The policy addressing the submittal to apply for division status is found in the ***Policies, Procedures, and Guidelines Manual*** and called the “Application for Division Status.” The basic components of the submittal are:

- Letter of Intent
- Membership – including signed resolutions and agreements
- Dispatch Center
- Contact Information
- Implementation Plan
- Division Officers

Refer to the policy for component specifics.

Conclusion

The guideline will provide the prospective division a good understanding of the process of becoming a division in the MABAS-Wisconsin.

OPERATIONS SECTION

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: B-01-01

Subject: Dispatch and Alarm Procedures

Functional Area: Operations

Category: Procedures

Approved: Executive Board, September. 4, 2006

Revised: Executive Board, November 10, 2011

Purpose:

To clarify the general procedures to receive, transmit, and strike out a MABAS Box Alarm by dispatchers.

Responsibility:

This policy applies to all MABAS-Wisconsin Divisions and member agencies.

Accountability:

Enforcement of this policy rests with each regional dispatch center and MABAS Division.

Reporting Requirement:

There is no routine reporting requirement for this policy.

Background:

It is imperative that MABAS Dispatchers and agencies know what information will be needed to transmit a MABAS Box Alarm accurately. It is also imperative for MABAS Dispatchers and member agencies to understand what happens when an agency cannot fulfill their assignment on a MABAS Card and the authority that a MABAS Dispatcher has when an agency sends the wrong equipment to a MABAS Alarm. This policy also explains the proper use of IFERN and IFERN2 and that only the originating MABAS Division tones out on IFERN for the incident.

Procedures:

- 1. ALARM PROCEDURES:** In an effort to simplify dispatching and maintain organization, Incident Commanders (ICs) are strongly encouraged to utilize the MABAS Box Alarm Card System to request additional resources instead of “*piece-mealing*” resources to an incident. A request for a MABAS Box Alarm activation by an IC can be made either directly to the appropriate MABAS Dispatch Center, or through the local dispatch center of the stricken community and can be made either via telephone, or radio (on IFERN or IFERN 800), with the telephone being

the preferred medium. The stricken community must provide the following information to the Dispatch Center when requesting the MABAS Box Alarm activation:

- 1.1 The name of the requesting Agency
- 1.2 The type of Alarm being requested (Life Safety – Tender, etc.) and Box Alarm Card number
- 1.3 Level of the Alarm requested
- 1.4 Nature of the incident, address and the name of the building (hospital-school-factory-etc.)
- 1.5 Staging Location

**** *A fill-in worksheet has been included in the appendices of this document for use by dispatchers.***

All responding department vehicles shall inform the requesting MABAS Division Dispatch Center on the IFERN frequency that they are responding and should stay on IFERN for the duration of the Box Alarm assignment unless directed otherwise by the MABAS Dispatch Center, or Incident Commander. The normal radio message for a responding unit should include: “MABAS Division XXX, Agency Name, Type of Apparatus, Vehicle Number (optional), responding to the MABAS Box (XXX and Name of Stricken Community), (Address and/or name of the Emergency, or Staging Area).

EXAMPLE: “MABAS Division 102 from Franklin Engine (212)...we are responding to South Shore Fire Department MABAS Box Number 100-11, to Red Lobster at 6200 Durand Avenue in Mt. Pleasant.

2. DISPATCH PROCEDURES

- 2.1 Check the Box Card and start the MABAS Alarm Log
- 2.2 To dispatch a Box Alarm, the following must be done:
 - 2.2.1 Switch to the IFERN frequency
 - 2.2.2 Activate the tone encoder twice in succession
 - 2.2.3 After all tones have cleared, announce:

“This is MABAS Division (XXX) to all locals, (Stricken Agency) is requesting (Box Number) at (Location) to the (Level of Alarm), for (Type of Incident); all department vehicles due to respond, switch to and acknowledge on IFERN.” Divisions shall announce which department vehicles are due to respond.

EXAMPLE: “This is MABAS Division 102 to all locals. The South Shore Fire Department is requesting Box Number 100-11, to the Box Alarm Level, for a Structure Fire at 3900 Old Green Bay Road in Mt. Pleasant. All department vehicles due to respond,

switch to and acknowledge on the IFERN frequency. The following department vehicles are due to respond,

- 2.2.4 Department vehicles that are due to respond and have not responded to the Box Alarm within five (5) minutes must be notified by radio, or telephone.
 - 2.2.5 If a department that is due to respond on an Alarm cannot supply properly staffed apparatus because of an existing situation (i.e., present fire of their own, apparatus out of service, or lack of personnel), **THEY MUST** notify the requesting Division Dispatcher immediately so that the fill-in apparatus can be assigned from another department. (Usually this is done from the next level of alarm)
 - 2.2.6 If a department sends the wrong equipment, it is up to the MABAS Division Dispatcher to return the equipment and advise them of the equipment that they were due to respond with on the Box Alarm. This is important when agencies begin sending apparatus at will when they hear a Box Alarm dispatched (*self-dispatching, which is not allowed*).
 - 2.2.7 When a Box Alarm is called, all local apparatus on the scene will change to the IFERN frequency, unless directed differently by the IC.
 - 2.2.8 Each request for additional Alarms will require the repeating of the alerting sequence and revising only the level of the Alarm. If a fill-in was used on a previous Alarm, a dispatcher will have to provide a fill-in on each subsequent Alarm.
 - 2.2.9 The MABAS Dispatcher will contact the Incident Commander initially at 10, 20, and 30 minutes after the first arriving fire unit, and then every 30 minutes thereafter advising them of the amount of time into the Alarm and request a progress report on the incident. The initial times are dependent on local dispatch protocols.
 - 2.2.10 If a second fire or emergency in the same area should require a Box Alarm during the original Box Alarm, it may be to the advantage of the dispatcher to use the remaining equipment from the next level of Alarm from the Box Alarm in progress.
 - 2.2.11 Personnel are to respond with Department apparatus and not in their private vehicles.
 - 2.2.12 On a Change of Quarters, the assigned vehicle must physically change to the designated station.
- 2.3 When a Box Alarm is “**Struck Out**”, the following information is needed:
- 2.3.1 The identity of the authority “**Striking Out the Box**”
 - 2.3.2 The location, and/or number of the Box Alarm
 - 2.3.3 Any additional information that the IC wants to pass along

2.4 Dispatching procedures for “*Striking Out the Box*” are:

- 2.4.1 The MABAS tones should be activated two (2) times on IFERN, then announce the following:

Example: “This is MABAS Division (Number) to all locals: (Name of the Agency with Box Alarm), has struck out Box Alarm (Number) by the authority of (person in charge).” Repeat the message and any further directions.

- 2.4.2 The dispatcher shall continue to control the IFERN frequency until all companies at the scene and in the Change of Quarters are returning.
- 2.4.3 The order in which equipment is returned is at the discretion of the IC of the Box Alarm.
- 2.4.4 Responding companies should continue to the scene unless directed otherwise by the IC or the MABAS dispatcher.

BOX ALARM REQUEST WORKSHEET

Information to Obtain:

Requesting Agency _____

Box Alarm Number _____

Box Alarm Level _____
(MABAS Box Alarm, 2nd, 3rd, 4th, 5th, etc.)

Type of Incident _____
(Structure Fire, Hazardous Materials Spill, etc.)

Location _____
(Address/Business Name, Intersection, etc.)

Staging Area _____
(Location)

Dispatch Procedures:

Activate the MABAS tones on IFERN (2) twice and repeat the following message (2) twice:

“This is MABAS Division (XXX) to all locals. The _____ Agency

is requesting MABAS Box Number _____ to the _____ Level, for a
(Box, 2nd, 3rd, 4th, 5th etc.)

(Incident Type: Structure Fire, Mass Casualty, etc.)
at _____
(Location)

The following departments are due to respond:
(Read the list of departments/Equipment/Personnel and Destinations from the Box Card)

Staging will be at _____,
(Staging Area Location)

All responding units switch to and acknowledge on IFERN”.

NOTE: All responding units must be identified by City, Unit Type, and Unit Number (optional)

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: B-01-02

Subject: Passport Accountability System

Functional Area: Operations

Category: Policy

Approved: Approved by the Executive Board on September 4, 2006

Revised:

Purpose

It shall be the policy of MABAS to account for the location and safety of all personnel within an EMERGENCY INCIDENT PERIMETER at an emergency incident. Participation by members of any Fire Department in emergency incident mitigation without entering the PASSPORT SYSTEM is unauthorized.

REFERENCES

- 109.2.1 N.F.P.A. 1500 6-1.6
- 109.2.2 N.F.P.A. 1561

Responsibility

Commanders at an emergency incident shall use the Passport System to account for those Commanders, Companies, and Teams within their direct span of control, as outlined in this procedure.

Commanders, Team Leaders, and Firefighters shall maintain an awareness of each other's physical condition and shall use the command structure to request help, relief, and reassignment of fatigued or injured crews or members.

Company Officers, Team Leaders, and individual Firefighters are accountable for the safety of themselves and other members of their team. Team members shall maintain a constant awareness of the position and function of all members working with them.

A. Team members must always be in contact with each other through one of the following methods:

1. VOICE (not by radio)
2. VISUAL
3. TOUCH

Exception: Radio or phone contact is permissible for apparatus operators, chief officers and commanders, lobby control teams, etc. where the location of such personnel is constant and is known by the remainder of the team or response.

B. If a team member is in trouble, the other member (s) of the team shall take appropriate steps to:

1. PROVIDE DIRECT HELP
2. CALL FOR HELP
3. GO GET HELP

- C. Members will stay together as Teams when in the emergency incident perimeter, and as otherwise directed by the Incident Commander, until the incident termination.

Maintenance of Shields and Passports:

- A. Company Officers and /or Team Leaders shall be responsible to supervise the maintenance and proper placement of Helmet Shields and Passports during the entire shift duty and at emergency incidents.
- B. At the beginning of each shift or work day, for all personnel changes during a shift, or when reporting directly to the station or incident, ALL MEMBERS ARE RESPONSIBLE TO MAINTAIN:
 - 1. The correct Helmet Shield on their helmet.
 - 2. Their Name Tags on the correct Primary and Backup Passports.
 - 3. Where staffing allows for two Teams, Company Officers could pre-assign the members of the Teams and the Team Leader of “Team B”. Each Team must be equipped with a portable radio.
 - 4. Company Officers are responsible for members under their direct control. When a team is split away from the Company Officer to a different Commander, that Commander and Team Leader are accountable for that Team.
 - 5. Individuals assigned to administrative functions such as Training, Fire Prevention, etc., must have a Helmet Shield for that division. Materials and supplies for the ongoing support of the Passport System (spare tags, Velcro, etc.) shall be maintained by (specify who in your department is responsible).

Definitions

FIREFIGHTER ACCOUNTABILITY: The system a department uses to ensure that fire ground commanders know the location of each team and each team leader knows the location of other team members on the fire ground. (It is recommended by NFPA 1500).

HELMET SHIELD: (OPTIONAL) A Velcro backed plastic shield that indicates the number or symbol of a team of Firefighters. Placing helmet shields on the helmet assures fire ground commanders that Firefighters at the incident are properly checked in, are teamed up, and can be accounted for in the event of a disaster. Using helmet shields: Each company and unit that responds should be assigned helmet shields for each on-duty position or each position that can be activated by response from home. *The purpose of the helmet shield is to identify a team, thus, no two teams should have the same helmet shield number.*

NAME TAG: A 3/8” x 2” White, Velcro-backed plastic tag with a member’s first initial (OPTIONAL), rank (Optional), last name, four letter MABAS Fire Department name designator.

PASSPORT: 2” X 4” boards made of Velcro and plastic used to identify and account for members and teams. Members affix Name Tags to Passports.

- A. Primary Passports: WHITE, flexible Passport preprinted with company I.D. numbers kept on a portable radio, radio holster, or other specified location. It is used to document the movement of a team within an emergency incident perimeter.
- B. Back-up Passport: RED, flexible Passport preprinted with company I.D. numbers, kept on the door or dashboard of the apparatus, or other specified location, Officer's side. It is left as an emergency back-up or automatic replacement if the primary passport is lost. It can also be used as a second method of identifying a crew if a crew is lost before they have transferred their passport to a fire ground commander. This is an essential back-up for the accountability system in service.
- C. Reserve Passport: GREEN, flexible Passport preprinted with company I. D. numbers, kept in the station for multiple alarm shift changes and temporary replacement for lost primary and back-up Passports
- D. Blank Passport: A GREEN, flexible Passport that is blank on the top. It is maintained in the make-up kits. Commanders can use a marker or a grease pen to customize a Blank Passport for the creation of a new company. It can also be used as a temporary replacement for a reprinted passport that has been lost or damaged. Using the passport: Each company or team should be assigned one primary passport. The Officer or Team Leader holds onto the passport until it is passed off to a Commander. The Passport can be stored on the portable radio, radio holster, or other specified location where it will be available to the Officer or Team Leader for hand off.

PASSPORT ACCOUNTABILITY SYSTEM: A procedure that utilizes Helmet Shields, Passports, Name Tags, and Status Boards to track the assignment of Commanders, Companies, Teams, and Individuals at an emergency incident.

MAKE UP KIT: These kits contain materials and supplies for integrating any nonparticipating department into the Passport Accountability System and for replacing lost or damaged hardware. Each kit contains an inventory of required materials, including extra status boards. The Make-up kits are carried in the Command Vehicle, or other department specific vehicle(s).

ROLL CALL: A poll of all Teams at an emergency incident to account for all personnel at that incident.

STATUS BOARD: A 9" x 14" hard plastic board with Velcro strips upon which Incident Commanders and/or Division Officers hold passports of assigned teams and take notes. Each apparatus shall have one status board. Additional status boards are contained in the make-up kit.

TEAM: A group of two (2) or more Firefighters who work together and are responsible for each other's safety. No freelancing by individuals is allowed. Each Team must be equipped with a portable radio.

TEAM LEADER: Usually a Company Officer or member assigned or selected as the Team Leader.

VELCRO PAD: A permanently attached Velcro pad on a portable radio, radio holster or other specified location to which passports are attached.

Fire Departments shall use the Passport Accountability System as adopted by the MABAS Executive Board, in conjunction with the Incident Command System, to identify individual members of a team and their assignment, and account for the assignment of teams and units at an emergency incident.

The Passport System shall be expanded to accommodate multiple-alarm companies, mutual aid companies, and/or volunteer response companies and individuals.

Implementation

Materials:

A. The Passport System utilizes removable Helmet Shields, Primary and Backup Passports, Name Tags, and Portable Status Boards.

B. Helmet Shields (OPTIONAL)

1. Each company or apparatus shall have a reflective Helmet Shield or reasonable facsimile (such as tape) for each assigned team member on duty and for each member likely to respond on that company or apparatus, plus one additional Officer and Firefighter shield. The purpose of the helmet shield is to clearly identify companies, and the unit or team to which the member is assigned.
2. Helmet Shields are to be kept on the designated (specify location) of the apparatus when not actually on a helmet.
3. Helmet Shields shall be in place on the member's helmet BEFORE participating as an in-service team member.
4. Helmet Shields shall be color-coded as follows:
 - a. Officers-WHITE background with ORANGE reflective letters.
 - b. Firefighters-ORANGE background with WHITE reflective letters.
 - c. Amb./MICU-LIME GREEN background with BLUE reflective letters.
 - d. Non-fire fighting personnel (Inspectors, Aids, Administrative Assistants, etc.) BLUE background with WHITE letters.
5. Hook side of Velcro is fastened to the shield, loop side of Velcro is fastened to the helmet.

C. Passports

1. The purpose of a passport is to provide accountability of team members after entering an emergency incident perimeter.
2. Passports are a three part board that contains the following information:
 - a. Top portions contains
 - (1) Company designator (Eng., Truck, Amb.)
 - (2) Apparatus number
 - (3) Jurisdiction (using the MABAS four letter designator for your jurisdiction)
 - (4) Team Designator (if applicable) "TEAM A" or "TEAM B"
 - b. Middle portion is Velcro that holds team member's name tags.
 - c. Bottom portion is for recording notes such as "time of arrival" or "assignment".

3. Passport color codes:
 - a. WHITE – Primary, normally used by everyone at the incident.
 - b. RED – Back-up, kept in the apparatus, Officer's side (specify location)
 - c. GREEN – Reserve, kept in the station.
4. There shall be two (2) Passports (one primary (WHITE) and one back-up (RED) provided for each on duty Chief, Company, Unit and Team.
 - a. The Primary Passport (WHITE) shall be attached to the Officer's portable radio, radio holster, or other specified location until used as a Passport for entrance into an emergency incident perimeter.
 - b. The Back-up Passport (RED) is a duplicate of the Primary Passport and is used as follows:
 - (1) For identification of Team Members when the Primary Passport and is unavailable.
 - (2) Back-up Passports are kept on the door, dashboard, or other easily visualized location (specify) of the apparatus, Officer's side.
 - c. Reserve Passports (GREEN)
 - (1) Engraved, company-designated GREEN flexible Passports are kept at the station the apparatus is assigned, and used for:
 - a. Replacing a lost Primary or Back-up Passport.
 - b. Members who need to report for shift change at the emergency incident.
 - (2) Blank GREEN flexible Passports are carried in the make-up kit and are used for:
 - a. Temporary replacement of engraved, company-designated green flexible Passports that have been placed in service.
 - b. Additional make-up companies and mutual aid companies that respond to the incident scene without Passports.
 - c. Hook side of Velcro is fastened to the Passport.

D. NAME TAGS

1. Each uniformed member of the Fire Department shall maintain a minimum of six Velcro Name Tags.
 - a. (If assigned to a company) Two name tags are kept on the apparatus, station wall, or other location (specify location), to which the member is normally assigned (base company). These name tags are the ones that are attached to the primary and back-up passports when reporting for duty. At the beginning of each shift, or any time a personnel change occurs, the Firefighter must place his/her name tag on the passport. **IMPORTANTName tags must be attached to the passports BEFORE SIGNING ON DUTY AND BEFORE OR WHILE RESPONDING WITH THE APPARATUS.** It is recommended that on-coming personnel exchange the name tags and the helmet shield of the Firefighter he/she is relieving. This will eliminate the possibility of name tags of the relieved person being left on the Passports or helmet shields or not being exchanged.
 - b. Exceptions
 - (1) When assigned to an apparatus such as the FPB car, Paramedic unit, or other apparatus that can respond without the base company, the Firefighters attach their first two name tags to the primary and back-

up passport of that FPB car, Paramedic unit or other apparatus. When responding with the base company, they should take their tactical direction from the base Company Officer until re-assigned. Until re-assigned, they should piggy-back their passport to the base company as soon as possible, (or specify per department policy).

- (2) When assigned to more than one apparatus at the same time, such as three members who respond on either an engine or ladder truck, (depending upon the call or dispatch), the members shall use two additional name tags from their helmets to maintain passports on BOTH apparatus during the shift.
- c. Hook side of the Velcro is attached to the Name Tags.
- (1) Four (4) name tags are attached with Velcro to the underside of the rear brim of the member's helmet and are used for the following purposes: (Loop side of Velcro is attached to the helmet.)
 - a. Details out....When sent to another apparatus at a different station temporarily, the member removes the name tags from the primary and back-up passports of the base apparatus and places them on the storage area. When reporting to the new apparatus, the member uses two name tags from under the helmet to attach to the primary and back-up passports of the new apparatus.
 - b. Multiple alarm temporary created teams.
 - c. Immediate replacement of lost tags.
 - d. 0Company Officer and Team Leader Name Tags are the first Name Tag on the Passports.
 - e. When a detailed, off-shift or volunteer member reports directly to an emergency incident the member reports to staging (or Command if staging has not been established) for assignment.
 - (2) Engineers remaining with their apparatus shall be designated by turning their name tags upside down, on the bottom of the Primary and Back-up Passports.

Procedures

Reporting to the incident

- A. When a Company or Team reports to an Incident, Staging, or Division, they transfer their Primary Passport (s) to that Commander except as defined below.
1. Primary Passport (s) will remain with the Officer or Team Leader when:
 - a. They are the only unit at the incident.
 - b. They are a committed first arriving unit (s) at an incident before the establishment of a Command Post or have passed command.
 - c. They are on or directed to a remote side of an emergency incident before the establishment of a Division Command.
 2. Firefighters who report to an incident from home should report to Staging. If Staging has not been established, report to the Incident Commander. The Staging Officer or the Incident Commander may assign the reporting Firefighter to an operational Company or to make up a Company.

- a. If assigning to an operational Company, the name tags (taken from their helmet) need to be attached to the primary and back-up passports and a helmet shield issued.
- b. When assigning to a make-up Company, Firefighters will give Staging or the Incident Commander two name tags from their helmet for recording. The name tags will be attached to a primary and back-up passport for the makeup Company. The Staging Officer or Incident Commander assigns Firefighters to make-up Companies, then gives them helmet shields. The Primary Passport is given to the assigned Team Leader upon assignment and the Back-up Passport remains with the Staging Officer or the Incident Commander.
3. Occasionally, mutual aid companies or individuals will be used at the incident who are not part of the MABAS Passport System. Those individuals can be included in the Passport Accountability System by using the equipment in the make-up kit. Individuals needing accountability materials should report to the staging area where name tags can be written, blank green passports customized, and helmet identification created using medical tape. After this process, everyone should be provided a brief overview of the Passport Accountability System and their duties.
4. When first arriving Companies/Teams, that have not transferred their Passports to a Command Function, leave a hazardous area, they will report their Company/Team status to the Incident Commander by radio or personal contact. The Commander will:
 - a. Direct the unit or Team to a command function or new assignment where they will transfer their Passport (s).
5. Crews exiting in a Division other than that in which they are assigned, should alert their original Division so that the Division Officer is aware of the crew's new location and status so they can be accounted for, given a new assignment, or ordered to report back for their Passport. When an appropriate amount of time has passed and the Company Officer has not returned to or notified the Division Officer that they have exited the building, it will be the Division Officers responsibility to initiate a search for the missing Company or Team.

During emergency incidents:

- A. Commanders will require the transfer and use of Passports at every incident with an established Staging area, Division, or a multiple alarm fire. On small incidents, the actual use of the Passport System is not required, but recommended.
- B. Staging Area Commanders will record the time that Teams report to Staging. Staging and – Rehab Division Commanders will utilize Status Boards to track Teams. Rehab Division Commanders will enter times on the Passports to assure proper rotation of crews occurs.
- C. When a Commander (Incident or Division) relieves a Team, the Commander will:
 1. Confirm with the Team Leader that all Team members are accounted for.
 2. Inquire as to the progress or completion of their assignment.
 3. Return the Team's Passport (s) to the Team Leader.

4. Direct the Team Leader to Rehab or another Command Function, and
5. Record all movements and information on the Status Board.

Personnel Accountability Report (PAR)

- A. Division Officers and Team Leaders will conduct an emergency incident roll call or PAR using the Passport System as follows:
- B. When a Team is relieved of an assignment and transferred to a different Division, Division Officers will confirm that the Team Leader has conducted a Roll Call of his Team.
- C. When a Division Officer presumes a Firefighter, Company, or Team is missing or trapped, the Division Officer will start rescue efforts As Soon As Possible at the last known location. The IC will then conduct a Roll Call of the emergency incident to confirm the status of missing personnel.
NOTE: Whenever possible, PAR will be conducted without the use of the radio to keep the frequency clear.
- D. Before there is a change from an offensive to defensive fire ground strategy.
“All Divisions from Command we are changing to a “DEFENSIVE STRATEGY”. Withdraw all units from the building and conduct a PAR”.
- E. When there is a catastrophic change in the incident such as building collapse, explosion, backdraft, sudden flooding, release of vapor clouds, etc.
- F. When the Incident Commander, Company Officer or Team Leader determines that a need for a Roll call exists.

Required Materials

- A. Fire Departments shall order materials and supplies to maintain the Passport System as follows:
 1. One (1) engraved WHITE flexible Passport and one (1) engraved RED flexible Passport for each possible Team of two or more persons from a Company, Command vehicle, Special Unit or reserved apparatus.
 2. (OPTIONAL) one (1) Helmet Shield for each On-Duty Officer, Firefighter, EMS/MICU, and Non-fire fighting personnel assigned to an apparatus, vehicle or can be expected to respond to, or with, plus (appropriate spare, Department specific).
 3. 2” White Velcro strips (non-adhesive, hook side of Velcro) for making make-up or replacement name tags (cut off two name tags and write the persons name on the tags.)
 4. One (1) GREEN engraved flexible Passport(s) for each assigned Passport.
 5. Self Adhesive Velcro pads (loop side of Velcro) for helmets, doors, radios, etc. (VELCRO BRAND VELCRO ONLY, OTHER BRANDS ARE NOT COMPATIBLE!)
 6. One (1) status board for each Fire Department vehicle.
 7. Passport System Make-up Kits for each (specify vehicle) to contain materials as follows:
 - a) Two (2) Status Boards in the Make-up Kits.
 - b) Twelve (12) blank green passports for makeup kits.
 - c) Four (4) feet of 2” wide white Velcro for making Name Tags and temporary Helmet Shields, one pair of scissors, two permanent

marking pens, four (4) extra grease pens and one roll of 2: wide medical tape.

- d) (Specify) sets of Make-up Company Helmet Shields and Passports for Command Vehicle, or any other vehicle(s) department decides is appropriate.

Conclusion

The Passport Accountability System was approved by the MABAS-Wisconsin Executive Board on September 4, 2006.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: B-03-01

Subject: Incident Timing Benchmarks

Functional Area: Operations

Category: Policy

Approved: Approved by the Executive Board on May 8, 2008

Revised:

Purpose

To establish a policy for Dispatch Centers and Incident Commanders to set “**Incident Timing Benchmarks**” for the purpose of progress reports and firefighter safety during interior firefighting operations.

Responsibility

This policy applies to all interior firefighting operations and gives direction to all Dispatch Centers and Incident Commanders.

Accountability

Enforcement of this policy rests solely with the Incident Commander.

Reporting Requirement

There is no routine reporting requirement for this policy.

Background

During an emergency time is critical. For that reason shall become policy that Incident Timing Benchmarks be given to Incident Commanders by Telecommunicators. These benchmarks will remind Incident Commanders as to how far along the incident has progressed so that Incident Command may assess and plan the operation. The Incident Commander should provide a progress report to the Telecommunicator at the established benchmarks so the communications center may also plan their operations. These benchmarks will also help Incident Command track personnel safety, i.e. time worked, air supply, rehab needed and flashover potential of the fire.

Policy

The MABAS-Wisconsin Communications Committee hereby makes the following policy:

1. The Telecommunicator should give the Incident Commander Incident Timing Benchmarks at 10, 20, and 30 minutes after the arrival of the first emergency vehicle on scene. Timing Benchmarks shall continue every 30 minutes thereafter,

- until the Incident Commander states the incident is under control, or at such time the Incident Commander deems the benchmarks are no longer needed.
2. The Incident Commander should provide the Telecommunicator with a progress report at each of the Incident Timing Benchmarks.
 3. When the incident progresses to a MABAS Box Alarm, the Local Dispatch Center shall transfer the status of the Incident Timing Benchmarks to the MABAS Division Dispatch Center.

Conclusion

This policy establishes standard Incident Timing Benchmarks to assist the Incident Commander in the planning of interior firefighting operations and also provides another tool for the Incident Commander to oversee and manage firefighter safety, in compliance with N.F.P.A. 1500.

MISSION SUPPORT SECTION

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: C-01-01.01

Subject: VHF Interoperability

Functional Area: Communications

Category: Policy

Approved By: MABAS–Wisconsin Executive Board on April 10, 2008

Revised:

Purpose

To encourage all Mutual Aid Box Alarm System (MABAS) members and other emergency response agencies to obtain base station, mobile and portable radio communications capability on interagency radio frequencies for use during times of serious emergencies or disasters. This policy also lists the “National Name”; if there is one, for each of the MABAS frequencies for comparison purposes. Future MABAS-Wisconsin policy statement readers are to refer back to this document for comparisons to The National Public Safety Telecommunications Council (NPSTC) Standard Channel Nomenclature for Public Safety Interoperability Channels.

Responsibility

This policy applies to all MABAS–Wisconsin member agencies. It is encouraged that all fire departments and related emergency response organizations throughout Wisconsin adopt the procedures set forth herein.

Accountability

Enforcement of this specific policy, as it relates to MABAS, rests initially within the local regional MABAS Division, the MABAS-Wisconsin Communications Committee, the State of Wisconsin Frequency Coordinator, and ultimately the State of Wisconsin State Interoperability Council (SIC).

Reporting Requirement

Authorization for the use of these frequencies should be obtained from the State of Wisconsin Frequency Coordinator.

Background

Fire departments rely heavily on two-way radios to communicate between companies, departments, and other disciplines at emergency and disaster scenes. Fire Departments utilize radio frequencies in the VHF-Low, VHF-High, UHF and 800 MHz frequency bands for day-to-day operations. Newer technologies include the use of analog and digital transmissions and trunking technologies using incompatible protocols.

While these systems may meet the routine needs of individual departments, experience has shown that lack of interoperability between companies operating at an emergency scene can lead to serious and potentially life threatening consequences.

The Federal Communications Commission's (FCC) national radio frequency band plan specifies VHF high band radio frequencies for fire service interoperability and fireground operations. There are five (5) analog public safety mutual aid frequency pairs in the 800 MHz band plan. There are also eight (8) UHF frequencies identified. The State of Wisconsin has identified the frequencies Mutual Aid Radio Channels (MARC) for use as statewide, interdisciplinary, coordination channels for use by police, fire, Emergency Medical Services (EMS), public works, highway and other governmental agencies.

Departments that utilize frequencies other than VHF high band for primary operations have developed various systems to communicate with MABAS departments at mutual aid calls. These systems have many limitations, have tendencies to cause harmful interference, limit operating areas, may violate FCC rules, and could jeopardize the safety of personnel at emergency scenes. The MABAS-Wisconsin Radio Committee has acknowledged that the use of cross band repeaters to be appropriate for use in Wisconsin to link analog fire ground frequencies from two different radio bands together for interoperability at a scene under the control of the local incident commander (IC) of the stricken community.

NFPA Standard 1221, Standard for the Installation, Maintenance, and Use of Emergency Communications Systems, Section 6-3.1.3 and 6-3.1.4 recommend that, "A simplex radio channel shall be provided for on-scene tactical communications" and "Communications system design shall be such that a portable radio is capable of operating properly within the dispatch area without the use of mobile frequency (RF) amplifiers".

MABAS-Wisconsin and the Wisconsin Emergency Management (WEM) agency may, in the future, enter into an agreement to provide disaster response statewide. The potential exists for fire and EMS units to be operating for extended periods of time several hundred miles from their local jurisdiction or other distant jurisdictions may be operating in a stricken community during a disaster. Common mutual aid operations and fireground frequencies that will function statewide are essential.

The FCC has designated 12.5 kHz "narrow band" frequencies, three of which are for inter-system operation. As fire departments migrate to newer "narrow-band" two-way radio equipment, the four (4) additional frequencies identified for MABAS and on scene tactical use should be implemented.

Future fire service communications could dictate an alternate base to mobile frequency. To address this need, one of the new frequencies IFERN2 154.3025 MHz has been designated for base and mobile licensing.

A new VHF frequency, National Search & Rescue NATSAR 155.160, 127.3 MHz has been established to provide a standard statewide interface between public safety agencies and private/volunteer search and rescue organizations.

Communication interoperability is the responsibility of the Authority Having Jurisdiction (AHJ) of the stricken community.

Policy

The MABAS-Wisconsin Communications Committee hereby makes the following recommendations for both member and non-member emergency response organizations:

The following analog simplex radio frequencies are hereby identified for fire service and public safety interoperability:

Frequency	Local Name	CTCSS TONES	National Name	Purpose
154.2650 MHz	IFERN	210.7	VFIRE22	Mutual Aid Base/Mobile Dispatch
153.8300 MHz	FG RED	69.3	N/A	Fireground Operations
154.2800 MHz	FG WHITE	74.4	VFIRE21	Fireground Operations
154.2950 MHz	FG BLUE	85.4	VFIRE23	Fireground Operations
153.8375 MHz	FG GOLD	91.5	N/A	Fireground Operations
154.2725 MHz	FG BLACK	94.8	VFIRE24	Fireground Operations
154.2875 MHz	FG GRAY	136.5	VFIRE25	Fireground Operations
154.3025 MHz	IFERN2	67.0	VFIRE26	Alternate Mutual Aid Base/Mobile
155.1600 MHz	NATSAR	127.3	N/A	Search & Rescue/Mobile
151.2800 MHz	MARC2	136.5	N/A	Interagency Tactical Operations
154.0100 MHz	MARC3	71.9	N/A	Interagency Tactical Operations
154.1300 MHz	MARC4	82.5	N/A	Interagency Tactical Operations

The following repeated radio frequency is hereby identified for interagency tactical operations:

Frequency	Local Name	CTCSS TONES	National Name	Purpose
RX 151.2800 TX 153.8450	MARC1 (R)	136.5	N/A	Wide Area Interagency Tactical Operations

All fire service apparatus that has the potential to respond mutual aid to a department that uses a different dispatch radio band or technology, or that may respond as part of a WEM/MABAS disaster response should have at least one mobile and one portable radio capable of functions on the frequencies identified above.

All fire department command vehicles should have radio capability on all the VHF high band frequencies identified above.

The “**National Name**” for the MABAS frequencies was included as reference to a possible future national plan and a copy of this document should be retained for comparison of frequency naming nomenclature.

All fire department dispatch centers statewide should have base station transmit and receive capabilities on the Interagency Fire Emergency Radio Network, IFERN 154.265

MHz, frequency. MABAS-Wisconsin dispatch centers should have capability to receive and decode the MABAS alert tones.

Fire Departments and emergency response organizations that lack current authorizations for the frequencies identified above should immediately apply for authorization under the statewide license. Many counties have obtained authorization for all agencies with the county. Base stations must be licensed by each agency by submitting a license application and frequency coordination request to the Wisconsin State Frequency Coordinator. The use of trunking technology, or console based cross-band patches is strongly discouraged for tactical fireground operations.

In accordance with Wisconsin Department of Health and Family Services (DHFS) administrative rules, all ambulances shall have VHF high band capabilities on all of the statewide EMS frequencies.

155.280 EMS C	DPL 156
155.340 EMS B	DPL 156
155.400 EMS A	DPL 156

Conclusion

Interoperability between various fire department and other public safety and governmental agencies at major emergencies or disasters is essential for organized and safe coordination of personnel and resources.

MABAS-Wisconsin Policies, Procedures, and Guidelines	
Index Number:	C-01-01.03
Subject:	Use of the IFERN and IFERN2 Frequencies
Functional Area:	Communications
Category:	Policy
Approved :	Approved by the Executive Board on June 12, 2008
Revised:	Nov. 10, 2011

Purpose

To clarify the general policies and procedures related to the use of the Interagency Fire Emergency Radio Network (**IFERN**) frequency (154.265 MHz) as well as the recently designated **IFERN2** frequency (154.3025 MHz).

Responsibility

This policy applies to all Mutual Aid Box Alarm System (MABAS) Wisconsin Divisions and member agencies.

Accountability

Enforcement of this specific policy, as it relates to MABAS-Wisconsin, rests initially within the regional MABAS Division, then the MABAS-Wisconsin Communications Committee, then the State of Wisconsin Frequency Coordinator, then the Mutual Aid Frequency Coordinating Group (MCFG) and ultimately the State of Wisconsin Interoperability Council (IC).

Reporting Requirement

There is no routine reporting requirement for this policy.

Background

Traditionally, the IFERN frequency has been utilized by the MABAS organization for the dispatch of units and coordination of mutual aid responses to a stricken community. IFERN has also been utilized to coordinate mutual aid activities outside of a MABAS Box Alarm event between dispatch centers and/or fire departments with dissimilar primary radio frequencies.

IFERN has experienced increased congestion due to the growing number of MABAS Divisions, member Fire Departments, and Box Alarm dispatches. For these reasons the MABAS–Wisconsin Communications Committee created this policy.

Other technologies are being implemented in Wisconsin that will serve the need for wide area information dissemination that is better suited than IFERN. These technologies may include E-SPONDER, WISCOM, TIME System, etc..

Policy

The MABAS-Wisconsin Communications Committee hereby makes the following policy for both member and non-member agencies:

1. **LOCAL LEVEL ALARMS:** IFERN shall not be utilized for dispatch and/or response to LOCAL LEVEL ALARMS if a local or countywide frequency exists that all responding units have the ability to utilize. IFERN shall not be utilized for any hazard zone and/or scene tactical communications.
2. **MABAS BOX ALARMS:** Requesting, dispatching, and response to MABAS Box Alarms are appropriate uses of the IFERN frequency. This radio traffic will include, but not necessarily be limited to:
 - 2.1 The Incident Commander (IC), or stricken community's dispatch authority, requesting the MABAS Box Alarm dispatch including box alarm number, general incident information and staging area
 - 2.2 Coordination of responding units to the emergency scene and/or staging area
 - 2.3 Coordination of the staging area, including communications between the IC and Staging Officer
 - 2.4 Routine updates, reports and/or requests for additional assistance or resources
 - 2.5 Communications between the IC and the stricken community's local dispatch authority
3. **CHANGE OF QUARTERS COMPANIES:** Coordination of units responding to change of quarters into a stricken community is an appropriate use of the IFERN Frequency. This radio traffic will include, but not necessarily be limited to:
 - 3.1 Communications between the MABAS Division Dispatch and units responding to the stricken community for change of quarters
 - 3.2 Communications between the change of quarter's units and the stricken community's local dispatch authority to coordinate responses to additional emergencies within the community
4. **MUTUAL AID COORDINATION:** Coordination of units responding to an emergency incident that involves one or more departments that utilize dissimilar primary dispatch frequencies is an appropriate use of the IFERN frequency. This may include responses involving automatic mutual aid or other similar emergencies that do not necessitate a MABAS Box Alarm.
5. **FIRE/EMS EMERGENCY CALL RELAY:** Relay of fire and/or EMS emergency incident information between Public Safety Answering Points (PSAPs) or fire service dispatch centers that utilize dissimilar primary dispatch frequencies.

6. **MULTIPLE DEPARTMENT TRAINING EVENTS:** The use of IFERN, as well as the MABAS fireground tactical frequencies, is appropriate when coordinating training events that involve multiple departments when one or more of the departments do not have access to a common local or countywide frequency, or if one of the objectives of the training event is to train participants on proper response protocols.

Training events may also include the dispatch of a MABAS Box Alarm for response drill purposes. Response drills shall cease operation on IFERN if an actual MABAS incident occurs within the region or if requested to cease because of interference to operations in another Division.

7. **INFORMATION ANNOUNCEMENTS:** The use of IFERN and/or MABAS Alerting Tones for the purpose of wide-area dissemination of information announcements **is not appropriate**. These types of information announcements may include, but not be limited to:

- Severe Weather Watches and Warnings
- Hospital Bypass, Closure or Diversion
- Apparatus In/Out of Service or Relocation
- AMBER Alerts

8. **RETONING BOX ALARMS:** Frequently a MABAS Box Alarm assignment includes departments from adjacent MABAS Division. It **is not appropriate** for multiple MABAS Divisions to activate the MABAS Alerting Tones and dispatch units to the same incident. The MABAS Division with primary mutual aid dispatch responsibility for the incident will be responsible for all dispatch and radio traffic associated with that specific MABAS Box Alarm incident. The exception to this section is for an Inter-Divisional MABAS request that is beyond the last level of the Box Alarm Card. Please refer to **C-01-04.01-MABAS Alerting/Coverage** for additional guidance.

9. **ALTERNATE TRAFFIC FREQUENCY:** The use of IFERN as an alternate radio frequency for local radio traffic **is not appropriate**. This would include local dispatch or response communications when the primary dispatch frequency is over burdened.

10. **IFERN2:** The narrowband frequency of 154.3025 MHz Interagency Fire Emergency Radio Networks (IFERN2) has been secured for statewide use in Illinois and Wisconsin as an alternate mutual aid dispatch frequency for the MABAS organization. This frequency shall be included as a future second dispatch channel during the installation of the IFERN Base in primary and secondary MABAS Dispatch Centers. Uses of IFERN2 include but are not limited to:

- 10.1 Disaster Response: Command and Control at disaster scenes through the use of temporary fixed base stations and /or mobile command posts. This would include coordination of base camp operations.
- 10.2 Wide Area Information Dissemination: A MABAS Division may elect to construct a network of fixed base stations and alerting receivers for the purpose of timely dissemination of information to member departments. (Note: Fixed Base Stations will require FCC authorization prior to construction). Informational messages that may be broadcast on the IFERN2 frequency include, but are not limited to:

- Severe Weather Watches and Warnings
- Hospital Bypass, Closure or Diversion
- Apparatus In/Out of Service or Relocation

11. **RADIO RESPONSE DRILLS:** The use of IFERN for routine radio response drills is discouraged except for newly formed MABAS Divisions. Established Divisions may hold radio response drills, however, such drills should be conducted not more than quarterly unless additional training is required for a unique or special reason. Divisions planning radio response drills are encouraged to notify surrounding Divisions at least 48 hours in advance, especially if such drills are going to involve 3rd Shift type drills between 22:00 and 0:700 hours.

Conclusion:

This policy provides policy and direction for the use of MABAS dispatch frequencies, IFERN (154.265 MHz) and IFERN2 (154.3025 MHz). All MABAS Divisions and member departments are encouraged to enforce the disciplined use of these frequencies as advocated herein.

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MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: C-01-02

Subject: CTCSS Tones

Functional Area: Communications

Category: Policy

Approved: Approved by the Executive Board on June 12, 2008

Revised:

Purpose

To implement the use of Continuous Tone Coded Squelch Systems (CTCSS), also commonly known as “Private Line™” or “PL™” on the Interagency Fire Emergency Radio Network, (IFERN) and the fireground frequencies.

Responsibility

This policy applies to all MABAS–Wisconsin member agencies. It is encouraged that all fire departments and related emergency response organizations throughout Wisconsin adopt the procedures set forth herein, as established by the State of Wisconsin Statewide Radio Frequency License.

Accountability

Enforcement of this specific policy, as it relates to MABAS, rests initially within the regional MABAS Division, then the MABAS-Wisconsin Communications Committee, then the State of Wisconsin Frequency Coordinator, and ultimately the State of Wisconsin State Interoperability Council (SIC).

Reporting Requirement

There is no routine reporting requirement for this policy.

Background

When the MABAS organization was formed in the early 1970’s, radio communications were primitive as compared to the systems and equipment in use today. Many radios were not capable of CTCSS and those that were CTCSS equipped were limited to a single tone frequency. Since numerous CTCSS tones were already in use throughout the Chicago metropolitan area, a single CTCSS tone for MABAS was not practical and carrier squelch mode was selected.

Radio spectrum has become increasingly congested, especially in the large metropolitan areas. This congestion includes the public safety radio frequency spectrum. Many base stations that monitor the IFERN frequency in carrier squelch mode are subjected to adjacent channel interference and frequency mixes. Adjacent states utilize the IFERN frequency for other purposes, which also cause unwanted interference. The result is radio volumes are muted, limiting the effectiveness of the frequency.

In the command unit environment, where multiple radios are being used in close proximity to one another, there is often unwanted noise received and sounded through the radio speakers. While mostly annoying, this problem can be masked by the use of different CTCSS tones on the various frequencies being used.

Most radio communications equipment in use today by the fire service is capable of multiple CTCSS tones, selected on a channel/mode specific basis. Older equipment can also be inexpensively modified to transmit CTCSS tones.

Policy

The MABAS-Wisconsin Communications Committee hereby recognizes the following policy for both member and non-member fire departments:

1. All IFERN base station radios shall be programmed or modified for transmit and receive CTCSS utilizing a tone frequency of 210.7 Hz (M2).
2. All fire service mobile/portable radios should be programmed or modified for transmit CTCSS utilizing the following tones:

IFERN	154.2650 MHz	210.7 Hz (M2)
FG RED	153.8300 MHz	69.3 Hz (WZ)
FG WHITE	154.2800 MHz	74.4 Hz (WA)
FG BLUE	154.2950 MHz	85.4 Hz (YA)
FG GOLD	153.8375 MHz	91.5 Hz (ZZ)
FG BLACK	154.2725 MHz	94.8 Hz (ZA)
FG GRAY	154.2875 MHz	136.5 HZ (4Z)
IFERN2	154.3025 MHz	67.0 Hz (XZ)

3. All base and communications/command van users should monitor the frequencies in the carrier squelch mode prior to transmitting as required by FCC regulations.

Conclusion

Adding CTCSS to base station receivers should control unwanted co-channel and adjacent channel interference. Use of tone squelch on receive is optional.

MABAS-Wisconsin Policy & Procedures	
Index Number:	C-01-02.01
Subject:	Wisconsin Statewide Radio License
Functional Area:	Communications
Category:	Policy
Approved By:	Approved by the Executive Board on June 12, 2008
Revised:	

Purpose

To permit the sharing of the Wisconsin statewide radio authorization, KO2099, for the Interagency Fire Emergency Radio Network (IFERN) and IFERN2 dispatch frequencies and FG RED, FG WHITE, FG BLUE, FG GOLD, FG BLACK, and FG GRAY frequencies with Mutual Aid Box Alarm System (MABAS) member departments operating under the signed MABAS agreement and their affiliated emergency response entities.

Responsibility

This policy applies to all MABAS–Wisconsin member agencies. It is encouraged that all fire departments and related emergency response organizations throughout Wisconsin adopt the procedures set forth herein.

Accountability

Each agency using the MABAS frequencies authorized by the State of Wisconsin Frequency Coordinator are responsible for proper use of those frequencies as determined by the Federal Communications Committee (FCC).

Reporting Requirement

Authorization must be requested through the State of Wisconsin Frequency Coordinator.

Background

MABAS-Wisconsin departments have been granted an authorization by the FCC to operate mobile and temporary fixed base stations throughout the state by the Wisconsin State Frequency Coordinator, on the eight (8) “MABAS” frequencies. This authorization was obtained to ensure fire service interoperability throughout the State of Wisconsin at emergency incidents and disaster scenes.

Policy

In accordance with Part 90, Subpart H, Section 90.179 of the FCC’s rules and regulations, Shared Use of Radio Stations, the Wisconsin State Frequency Coordinator, hereby authorizes the shared use by member MABAS–Wisconsin departments and their affiliated emergency response organizations, that qualify for public safety licensure,

frequencies authorized by the FCC on call sign KO2099 provided that all of the following conditions are met:

- The use of the identified MABAS frequencies will be restricted to emergency scene communications, on scene tactical and interoperability communications, and official training activities. Emergency use will take priority over any other traffic.
- Member departments using the MABAS–Wisconsin authorization agree to abide by all applicable FCC rules and regulations.
- MABAS–Wisconsin member departments using the authorization must agree to abide by all relevant MABAS-Wisconsin Communications Policy Statements.
- Member departments using the authorization agree to limit transmit power to a maximum of ten (10) watts on the FG RED, FG WHITE, FG BLUE, FG GOLD, FG BLACK, and FG GRAY frequencies.

Additional mutual aid channels

- MABAS-Wisconsin strongly encourages the inclusion of the following VHF mutual aid channels:
 - Mutual Aid Radio Channel (MARC1, 2, 3, 4)
 - VCALL, VTAC1, 2, 3, 4 (nationwide interoperability channels)
 - State EMS A, B, C
 - National Search and Rescue (NATSAR)

Conclusion

The FCC has the authority to cease radio operations, levy monetary fines and seize radio equipment, even public safety radio equipment, which is being operated in violation of their rules. Neither the Mutual Aid Box Alarm System, nor the MABAS-Wisconsin Executive Board will accept responsibility for operations by member or non-member entities on the eight (8) MABAS frequencies that are in conflict with FCC rules or are in conflict with this policy statement, MABAS rules and regulations or any other local, state or federal law. Any sanctions imposed by the FCC, including fines, costs and attorney's fees incurred by MABAS-Wisconsin due to a member or non-member entity's improper use of the MABAS frequencies shall be the responsibility of the offending party.

MABAS-Wisconsin Policies, Procedures, and Guidelines	
Index Number:	C-01-02.02
Subject:	MABAS Radio Licensing
Functional Area:	Communications
Category:	Policy
Approved:	Approved by the Executive Board on June 12, 2008
Revised:	

Purpose

To encourage all Wisconsin Mutual Aid Box Alarm System (MABAS) members and other emergency response agencies to obtain current Federal Communications Commission (FCC) Radio Station Authorizations (licenses) for all stations and frequencies frequently used for routine or emergency radio communications.

Responsibility

This policy applies to all MABAS-Wisconsin member agencies. It is encouraged that all fire departments and related emergency response organizations throughout Wisconsin adopt the procedures set forth herein.

Accountability

Radio licensing is the responsibility of every emergency response agency in Wisconsin and therefore, compliance with this policy ultimately rests with each agency chief officer. Enforcement of radio rules is the responsibility of the Federal Communications Commission (FCC). Enforcement of this specific guideline as it relates to MABAS-Wisconsin rests initially with the MABAS-Wisconsin Communication Committee, then the MABAS-Wisconsin President, followed by the MABAS-Wisconsin Vice President and then the State of Wisconsin Frequency Coordinator.

Reporting Requirement

There is no routine reporting requirement for this guideline.

Background

Emergency response agencies rely on the use of two-way radio communications for alerting personnel of emergency calls, coordinating emergency scene activities and communications with dispatch and mutual aid departments. Experience has shown that many departments are in violation of FCC regulations for various reasons including, but not limited to:

- Operating stations, both fixed and mobile, on frequencies for which they are not licensed, or otherwise authorized.

- Operating stations utilizing radio licenses that have expired.
- Operating stations utilizing antenna heights or output power levels that exceed those authorized by the FCC.
- Operating base radio stations on mobile only frequencies such as the national fireground frequency of 153.830 MHz.
- Improperly using licensed fireground or mutual aid frequencies for routine call dispatch.

Policy

The MABAS-Wisconsin Communications Committee hereby makes the following recommendations for both member and non-member Departments:

- The Chief should ensure that a complete audit of radio operations and FCC Authorizations is conducted within their Department to determine that all stations and frequencies routinely utilized by their Department are properly licensed, or otherwise authorized.
- The above audit should include a review by a qualified radio service technician that all base and mobile units are operating within the technical specifications of their FCC Authorization(s).
- Fire Departments that lack current FCC Authorizations consistent with their operations should immediately apply for proper frequency coordination and authorizations through the Wisconsin State Frequency Coordinator. Information concerning licensing procedures and frequencies can be found at the FCC website www.fcc.gov search menu.
- Departments utilizing fireground or mutual aid frequencies for routine dispatch operations in violation of FCC rules should cease improper activity on those frequencies as soon as possible and revert to other appropriate and licensed frequencies or immediately apply for proper frequencies through the Wisconsin State Frequency Coordinator.

Conclusion

The FCC has the authority to cease radio operations, levy monetary fines and seize radio equipment, even public safety radio equipment, which is being operated in violation of their rules. The MABAS-Wisconsin Radio Committee encourages all agencies to operate within the parameters of their FCC Radio Station Authorization(s). Departments that lack appropriate FCC Radio Station Authorizations are encouraged to coordinate and obtain proper licenses as soon as possible.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: C-01-02.03

Subject: WI Statewide Radio License, 800 MHz Tactical Frequencies

Functional Area: Communications

Category: Policy

Approved By: Approved by the Executive Board on October 9, 2008

Revised:

Purpose

To permit the sharing of the Wisconsin statewide radio authorization for the six (6) 800 MHz simplex, low power, interagency tactical frequencies available in the State of Wisconsin. While these frequencies are for all of public safety, fire will primarily use the 8TACRED, 8TACWHITE, and 8TACBLUE; and law enforcement will primarily use the 8TACGOLD, 8TACBLACK, and 8TACGRAY.

These frequencies are available and are not subject to rebanding. Unlike the VHF MABAS fireground frequencies, these frequencies are specific to the State of Wisconsin.

Responsibility

This policy applies to all MABAS–Wisconsin member agencies. It is encouraged that all fire departments and related emergency response organizations throughout Wisconsin adopt the procedures set forth herein.

Accountability

Each county using the 800 MHz Simplex, Interagency tactical radio frequencies should request authorization by the State of Wisconsin Frequency Coordinator and are responsible for proper use of these frequencies as determined by the Federal Communications Committee (FCC).

Reporting Requirement

Authorization must be requested through the State of Wisconsin Frequency Coordinator.

Background

State of Wisconsin departments have been granted an authorization by the FCC to operate mobile and temporary fixed base stations throughout the state by the Wisconsin State Frequency Coordinator, on six (6) 800 MHz Simplex, Interagency frequencies. These frequencies can be used in areas of the state that work primarily on the 800 MHz frequency band and can be linked to the existing MABAS-Wisconsin, VHF, tactical frequencies through, an on-location, vehicular cross-band repeater, under the direction and control of the Local Incident Commander at an incident. This authorization was obtained to ensure public safety interoperability throughout the State of Wisconsin at emergency incidents and disaster scenes.

Policy

In accordance with Part 90, Subpart H, Section 90.179 of the FCC's rules and regulations, Shared Use of Radio Stations, the Wisconsin State Frequency Coordinator, hereby authorizes the shared use by member MABAS–Wisconsin departments and their affiliated emergency response organizations, that qualify for public safety licensure, frequencies authorized by the FCC provided that all of the following conditions are met:

- The use of the identified 800 MHz, Simplex, Interagency Tactical frequencies will be restricted to emergency scene communications, on scene tactical and interoperability communications, and official training activities. Emergency use will take priority over any other traffic.
- Member departments using the State of Wisconsin authorization agree to abide by all applicable FCC rules and regulations.
- Member departments using the authorization must agree to abide by all relevant MABAS-Wisconsin Communications Policy Statements.
- Member departments using the authorization agree to limit transmit power to a maximum of ten (10) watts on the 800, simplex, 8TACRED, 8TACWHITE, 8TACBLUE, 8TACGOLD, 8TACBLACK, AND 8TACGRAY frequencies.

Frequency	CTCSS TONES	LOCAL NAME	Purpose
851.450 MHz	156.7	8TACRED	Interagency Tactical (Fire, primary)
851.950 MHz	156.7	8TACWHITE	Interagency Tactical (Fire, primary)
852.450 MHz	156.7	8TACBLUE	Interagency Tactical (Fire, primary)
852.950 MHz	156.7	8TACGOLD	Interagency Tactical (Law, primary)
853.450 MHz	156.7	8TACBLACK	Interagency Tactical (Law, primary)
853.950 MHz	156.7	8TACGRAY	Interagency Tactical (Law, primary)

Conclusion

The FCC has the authority to cease radio operations, levy monetary fines and seize radio equipment, even public safety radio equipment, which is being operated in violation of their rules. Neither the Mutual Aid Box Alarm System, nor the MABAS-Wisconsin Executive Board will accept responsibility for operations by member or non-member entities on the six (6) 800 MHz Interagency Tactical frequencies that are in conflict with FCC rules or are in conflict with this policy statement, MABAS rules and regulations or any other local, state or federal law. Any sanctions imposed by the FCC, including fines, costs and attorney's fees incurred by MABAS-Wisconsin due to a member or non-member entity's improper use of these frequencies shall be the responsibility of the offending party.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: C-01-03.01

Subject: MABAS Box Alarm Cards

Functional Area: Mission Support

Category: Policy

Approved: Approved by the Executive Board on June 12, 2008

Revised:

Purpose

To help coordinate the design of the Mutual Aid Box Alarm System (MABAS) Box Alarm Cards for new and existing MABAS Divisions using one standardized template containing all of the required information needed to dispatch a MABAS Box Alarm and for the MABAS Box Alarm to be easily understood by emergency personnel and telecommunicators.

Responsibility

This policy applies to all new and existing MABAS-Wisconsin Divisions wishing to have one template for use throughout their division that incorporates the traditional style card with recommended changes designed to make dispatching MABAS Box Alarms easier for telecommunicators and emergency service personnel. This card shall be in Microsoft WORD or Microsoft EXCEL format to allow the cards to be entered into Wisconsin's Emergency Management E-SPONDER Computer Program by a chosen MABAS-Wisconsin representative in PDF format.

Accountability

This policy responsibility rests within each regional MABAS Division.

Reporting Requirement

There is no routine reporting requirement for this policy.

Background

MABAS is currently experiencing rapid growth throughout numerous locations, with many new divisions being formed. Many of these new divisions have limited internal experience to draw upon in developing box alarm cards and have requested assistance with the design process as well as a generic box alarm card in an electronic format. The MABAS Communications Committee was tasked with this responsibility at the MABAS Executive Board meeting in February 2004. The MABAS Communications Committee developed a standard template that contains all of the required elements needed to be able to design a MABAS Card and to be able to dispatch MABAS resources easily by a primary or secondary dispatch center.

Several changes to the “**traditional style**” card have been recommended to make it easier for telecommunicators and emergency service personnel to understand and reduce the number of errors during alarm dispatch. Those changes include:

- The four-letter abbreviations for each department should be discontinued and full names are to be used. 8-point Arial Font should be the minimum size font used.
- The “**Change of Quarters**” section on the older style cards has been a source of many errors and omissions. The new style card incorporates the “**Change of Quarters**” into the top portion of the alarm response area.
- Some departments may bring “**Change of Quarters**” companies into their stations and leave them there to handle further calls in their jurisdiction, throughout all the alarms. Other departments may bring “**Change of Quarters**” companies into the stations and move them to the scene on the next level of alarm. These are both allowable alternatives.
- Some fire department may opt to send vehicles to **Staging** instead of **Change of Quarters**. This should be preplanned before the box card goes active.
- Some department may opt out of “**Changing Quarters**”, but recent history has shown how valuable “**Change of Quarters**” can be. This again should be preplanned before the box card goes active.
- “**Change of Quarters**” companies will be placed in the column for “**Change of Quarters**” and the station where they are expected to go will be placed in parenthesis. The address and directions to get to that station should be placed in the “**Information**” section.
- The new style card does not limit the number of alarms that each department can have on their card. Each division can add as many alarms, per card as desired, by adding additional rows to the card.
- It is recommended that the last level of alarm be reserved for “**Interdivisional Request**” and that level should include the “**1st CHOICE, 2nd CHOICE and 3rd CHOICE**” of which divisions to call when extra equipment is needed.
- The bottom of the card should be kept for addresses for the change of quarter’s stations and other pertinent information or instructions.
- The card is designed to be placed in a clear plastic sheet protector with reinforced holes and to be placed in a 3-ring binder and/or on computer and E-SPONDER. Do not punch holes in the box alarm card, as that will make it harder to read and duplicate.

Policy

The MABAS-Wisconsin Communications Committee hereby makes the following policy for both member and non-member fire departments:

1. Each box alarm card should include the following: The top section of the card is to include: **“Department Name, Box Alarm Type, Effective Date, MABAS Division #, Box Alarm #, Location or Area of Alarm, and Authorized Signature.”** There will be no other changes to this area.
 - 1.1 The next section is the **“Local Dispatch Area”** and will be the responsibility of the local dispatch authority. This is not a MABAS area and may include: **“Still, Full Still, Working Still, Automatic Aid, General Alarm, Etc.”** (or other names as determined by the MABAS Division). This area may be any number of rows that you choose for your division or department.
 - 1.2 **“Change of Quarters”** has been added to the Still Alarm areas, and may be filled in, left blank, or deleted.
 - 1.3 The Box Alarm Card is designed around a progressive structure. **It is imperative that all still alarm companies be dispatched by the local dispatch authority prior to or simultaneously with the MABAS Box Alarm request.** It is not the responsibility of the MABAS Dispatcher to dispatch companies listed on a Box Alarm Card before the Box Alarm level.
 - 1.4 The next section is the **“MABAS BOX ALARM”**. This is where MABAS dispatching starts. Column headings may include: **“Alarm Level, Engines, Tenders, Trucks, Squads, EMS, Chiefs, Special Equipment, Change of Quarters”**, or others for specialized cards and as standardized throughout a Division.
 - 1.4.1 Department names are to be spelled out and are to be in at least 8-point, Arial font.
 - 1.4.2 Card is to be read left to right. Departments are to be sent to the scene unless in the **“Change of Quarters”** area.
 - 1.4.3 In **“Change of Quarters”**, the department listed is to be sent to the fire station listed in parenthesis. The addresses should be given in the information portion of the box alarm card, or on back of the card.
 - 1.4.4 In the **“Special Equipment or Other”** column, apparatus or equipment that does not fall into the primary categories can be listed.
2. The number of alarm levels is left to the individual fire department to determine. MABAS starts at the **“Box Alarm Level”**, proceeds to the **“2nd Alarm Level, 3rd Alarm Level, 4th Alarm Level, 5th Alarm Level”**, and may continue through any number of levels that are put on the cards.

- 2.1 The last level of alarm is reserved for “**Interdivisional Request**” and that level should include the “**1st CHOICE, 2nd CHOICE and 3rd CHOICE**” of which divisions to call when extra equipment is needed.
3. The bottom of the card should be left for “**Special Instructions or Information**”. Included in the Special Instructions should be the addresses for the stations listed in the “**Change of Quarters**” and any other pertinent information.
4. To eliminate clutter and confusion on box alarm cards, the following information **should not** be included on the front of box alarm cards:
- 4.1 **Telephone numbers for responding agencies.** The MABAS System is designed to use radio alerting on the “**IFERN**” frequency to notify departments due to respond. This includes departments within adjacent MABAS divisions.
- 4.2 **Area for Response District Maps.** If a department desires to include maps for the response jurisdiction, change of quarters stations locations, etc., this information may be included on the back of the box alarm card.
- 4.3 **Shaded Areas or Color Copies.** The use of shading or color, other than black, is discouraged for various features on box alarm cards may limit the readability of the document after photocopying.
5. New cards should be sent out to all of the departments on the cards for a minimum thirty-(30) day review/approval process. They shall be stamped draft, not signed and the effective date left blank. If there is no response from a department within the 30 day period, it will be understood that the draft cards are acceptable. After the 30-day review/approval process, cards shall be formalized by the addition of the authorized signature (actual or electronic) and effective date on each card. They shall then be sent out to each department in the Division and all departments listed on the cards at least seven (7) days prior to the effective date. It is the responsibility of each department to notify and copy their dispatch center.
6. To facilitate timely and accurate requests for a MABAS Box Alarm by a stricken agency, each Department should maintain current copies of the Box Alarm Cards for their Department in all emergency response vehicles.
7. Each MABAS Division may decide on a standardized numbering system for box alarm cards for use in their division. The following numbers should be reserved by MABAS for system wide use:
- 7.1 BOX #888, Transportation Emergencies
7.2 BOX #999, Weapons of Mass Destruction
8. Examples of different types of Box Alarms, using the standard format, are included as guides to completing new cards for your divisions.
9. Appendices

1. Definitions
2. Sample MABAS Box Cards.

Appendix 1

Definitions

Cell Title	Definition
Department Name	The name of the Fire Department issuing the card.
Box Alarm Type	The type of emergency situation covered by the card.
Effective Date	The date the use of the card is authorized to begin by the issuing department.
MABAS Division	The Division in which the Fire Department holds a membership.
Box Alarm Number	The number for the card designated by the Fire Department. The numbering system should be coordinated with the other members of the Division.
Location or Area	This can be a single location or building; a geographical portion of the departments area of response or the entire area of response.
Authorized Signature	The signature of the Fire Chief of the department issuing the card.
Local Dispatch Area	This portion of the card is intended to show the response for any units prior to the Box Alarm level. The primary responding units will be those of the local department and possibly outside departments generally using auto-aid agreements.
Alarm Level	This refers to the designation given by the issuing department for responses to this location prior to the Box Alarm level. This allows for the two levels prior to the Box Alarm level. The name of the alarm levels will be based on local preference. Includes the names of the departments that are committed to provide this type of equipment at the alarm level designated.
Engines	Based on local designations.
Tenders	Based on local designations.
Trucks	Based on local designations.
Squads	Based on local designations.
Chiefs	Can include Chief, Deputy Chief, Assistant Chief, Battalion Chief or those staff officers acceptable to the members of the Division.
Special Equipment	Any ancillary units, individuals or specialized apparatus that would be beneficial for the type of alarm designated by the card. These resources may or may not be owned and operated by the member departments.
Change of Quarters	This lists the station/s that will house units from neighboring departments. The specific units that are specified on each level will respond to other emergency calls for the duration of the original call or moved up to the scene during further alarms.
MABAS Box	This portion of the card is intended to show the response for any units starting at the Box Alarm level. These responses are covered by the

Alarm	MABAS mutual aid agreements.
Alarm Level	This refers to the Box Alarm, 2 nd Alarm, 3 rd Alarm, etc. to the ultimate level deemed appropriate by the department to handle the possible emergency situations. Includes the names of the departments that are committed to provide this type of equipment at the alarm level designated.
Engines	Based on local designations.
Tenders	Based on local designations.
Trucks	Based on local designations.
Squads	Based on local designations.
Chiefs	Can include Chief, Deputy Chief, Assistant Chief, Battalion Chief or those staff officers acceptable to the members of the Division.
Special Equipment	Any ancillary units, individuals or specialized apparatus that would be beneficial for the type of alarm designated by the card. These resources may or may not be owned and operated by the member departments.
Change of Quarters	This lists the station/s that will house units from neighboring departments. The specific units that are specified on each level will respond to other emergency calls for the duration of the original call unless they are asked to move up to the scene.
Special Instructions	This area is reserved for any information that will allow the MABAS telecommunicators handling the radio communications for the incident to have quick access to specific information to assist responding units. Some of these could be the address of the change of quarter's stations, special contact numbers for key department members, and numbers for departments that are due to respond that may have special contact requirements.
Interdivisional Request & Strike Team (MABAS Task Force)	An Interdivisional Request is activated when all companies have been dispatched on the specific Box Alarm Card have been dispatched and additional companies are required for a large scale incident. During an Interdivisional Request, speed of response is important. The Division providing companies determines which departments and units respond based upon pre-determined Interdivisional or Strike Force (Task Force) response cards. Types of Interdivisional cards may include Fire, Engine Only, Tender Only, Ambulance, Haz-Mat or Specialized Rescue.
State Task Force Request	A State Task Force Request refers to activation of MABAS assets through the Wisconsin Emergency Management Duty Officer. This type of request is intended for extended duration incidents where Quality and Quantity of Response takes president over speed of response. This is not be confused with an Interdivisional Request for a Strike Team (MABAS Task Force).

Appendix 2

Sample Box Alarm Cards

Sample Box Alarm Cards may be found in either Microsoft “EXCEL” (with instructions on using EXCEL), or Microsoft “WORD” under MABAS Wisconsin Documents, Box Card Design. Both formats will be acceptable to be uploaded to E-SPONDER by MABAS-Wisconsin representative.

This space is reserved for a link to Templates in Box Card Design Section. See the website at: <http://www.mabaswisconsin.org/> , the templates (Excel and Word) are found in the “Getting Started with MABAS” link.

MABAS-Wisconsin Policy & Procedures

Index Number: C-01-03.02

Subject: Interdivisional Box Alarm Cards

Functional Area: Mission Support

Category: Guideline

Approved: Approved by the Executive Board on June 12, 2008

Revised:

Purpose

To provide guidance for MABAS-Wisconsin Divisions for the standardization for the development and use of Interdivisional Box Alarm Cards.

Responsibility

This guideline applies to all MABAS-Wisconsin Divisions and member Departments.

Accountability

Enforcement of this specific guideline rests with the Regional MABAS Division forming their cards.

Reporting Requirement

There is no routine reporting requirement for this policy.

Background

MABAS-Wisconsin has long recognized the need to mobilize large numbers of emergency response personnel for major incidents that will exceed the normal response characteristics of a single fire department and even a single MABAS division. Examples of these types of incidents include, but are not limited to: major fires, mass casualty incidents, tornadoes, earthquakes, terrorist attacks, technical rescue events and hazardous materials incidents. MABAS Wisconsin allows for two primary mechanisms for organizing a major response to an incident; Interdivisional Responses and individual state responses through Wisconsin Emergency Management (WEM), or Emergency Management Assistance Compacts (EMAC) between states.

Guideline

The MABAS-Wisconsin Communications Committee hereby makes the following recommendations for both member and non-member fire departments:

1. Definitions

INTERDIVISIONAL BOX ALARM – Interdivisional Box Alarms are an extension of a fire department's box alarm system for use at major

incidents when all alarm levels on the box alarm card have been requested and additional manpower and/or equipment resources are needed. This type of response is requested from division to division and is generally used when speed of response is important and the event will usually be of a shorter duration (less than 12 hours). This may also be used for major incidents prior to activation of state resources when adjacent resources are needed immediately while state response assets are being mustered.

STATE RESPONSE – Individual states may develop operational response plans for major emergencies and disasters. Generally these response plans are not designed for speed of response, but quantity and sustainability of resources to a stricken area. These plans may also include responses under the state’s Emergency Management Assistance Compact (EMAC).

STATEWIDE RESPONSE FLOWPLAN – MABAS–Wisconsin in conjunction with the WEM is in the process of developing a method to mobilize numerous task forces and strike teams of fire, emergency medical, hazardous materials and technical rescue personnel and equipment to respond to a significant incident or disaster. These responses will be authorized by WEM Fire Service Coordinator and/or the State of Wisconsin Duty Officer and will not be designed for speed of response but quantity and sustainability of response to the stricken area. Generally these responses will last between 72 hours and 10 days. Personnel and equipment responding under the Statewide Response Flow Plan will generally become assets of the State of Wisconsin with reimbursement for staff, expenses, and liability insurance becoming the responsibility of the State.

TASKFORCE – A MABAS–Wisconsin Task Force will be comprised of a number of different types of response apparatus and personnel organized to function as a complete response team. There are generally two (2) types of task force responses:

FIRE/DISASTER TASKFORCE – A fire/disaster taskforce is a self contained response team capable of responding to routine fire and emergency medical related calls in a stricken area. The table below describes the equipment and manpower requirements for a normal Fire/Disaster Taskforce: (Due to the lack of an established Heavy Squads in a MABAS Division, a vehicle capable of carrying out the duties normally associated with a Heavy Squad may be substituted in the absence of an available Heavy Squad.)

Resource Type	Quantity	Personnel/Unit
Chief with Aide	1	2
Engines	3	4
Trucks	1	4
Heavy Squad	1	4
Ambulances	3	2
Total Units & Personnel	9	28

HAZARDOUS MATERIALS TASKFORCE – A Hazardous Materials Task Force is a self contained response team capable of responding to a Level “A” hazardous materials incident with minimal support from resources in the stricken area. The State of Wisconsin has dedicated eight (8) Regional Hazardous Materials Teams capable of responding once their response Matrix conditions have been met. Additional teams are capable of responding in support if called for by the Regional Team, WEM Fire Service Coordinator, or the State Duty Officer. (The table below shows the composition of a State of Wisconsin Hazardous Material Team).

Resource Unit Type	Quantity	Personnel/Unit
Team Coordinator w/aide	1	2
Engine	1	3 to 4
ALS Ambulance (for team)	1	3
Level A Haz-Mat Techs	Varies on incident	Varies
Haz-Mat Equipment Unit	2	2
Total Units/Personnel	Varies on incident	Varies

STRIKE TEAM – A strike team is defined as a fixed number of like units and personnel. Strike teams can be composed of engines, trucks, squads, tenders, ambulances, brush units, divers, hazardous materials or technical rescue team (TRT).

The following table identifies the types of recognized strike teams for MABAS - Wisconsin and the quantity of response units and/or technicians:

Type	Chiefs	Engines	Trucks	Squads	Tenders	EMS	Brush	Divers	Haz-Mat Techs	Tech Rescue Techs
Engine	1	5								
Trucks	1		3							
Squads	1			3						
Tenders	1				5					
Ambulance	1					5				
Brush Unit	1						5			
Divers	1							10		
Haz Mat	1								10	
TRT	1									10

The following table identifies the optimal staffing levels for all strike team unit types (depending on local fire department normal staffing these numbers may change):

Resource Unit Type	Personnel/Unit
Chief with Aide	2
Engine	4
Truck	4
Squad	4
Tender	2
Ambulance	2
Brush Truck	2

2. INTERDIVISIONAL CARD DEVELOPMENT – MABAS–Wisconsin Divisions are encouraged to examine available resources from their member departments and develop Interdivisional Box Alarm Cards for any and all resources determined to be available for speed of response deployments generally lasting less than twelve (12) hours. This card is to be developed for outbound resources responding to an incident in another MABAS Division.

2.1 INTERDIVISIONAL BOX ALARM TYPES – The following types of Interdivisional Box Alarm Cards may be developed:

Fire/Disaster Taskforce
Hazardous Materials Taskforce
Technical Rescue Taskforce
Dive Rescue Taskforce
Engine Strike Team
Truck Strike Team
Squad Strike Team
Tender Strike Team
Brush Unit Strike Team

2.2 SAMPLE INTERDIVISIONAL ALARM CARDS – Sample taskforce and strike team interdivisional box alarm cards can be obtained from www.mabaswisconsin.org website under MABAS WI Documents, Interdivisional Box Alarm Card Design.

2.3 CONSIDERATIONS: MABAS–Wisconsin Divisions should take the following into considerations when developing Interdivisional Box Alarm Cards:

- 2.3.1 Divisions should be cautious about committing too many resources from their Division to an interdivisional response. For example, if a MABAS Division only has 2 truck companies, they should not develop a card for a truck strike team.

- 2.3.2 When determining which departments should be included on the interdivisional card, MABAS Divisions should take staffing availability into consideration, especially weekday staffing.
 - 2.3.3 For geographically large or populated MABAS Divisions, multiple Interdivisional Box Alarm Cards may be desired based on different geographical areas.
 - 2.3.4 MABAS–Wisconsin Divisions should have two (2) levels for each Interdivisional Box Alarm Card, Primary and Secondary. Primary Units are first to be dispatched with Secondary Units used for fill-in when necessary.
3. REQUESTING AN INTERDIVISIONAL RESPONSE - Generally the Incident Commander of a major incident will recognize the need for additional resources beyond the last alarm on their local box alarm cards. At that time, the Incident Commander will request interdivisional resources through their MABAS Division Dispatcher.
- 3.1 DETERMINING RESOURCE NEEDS – The Incident Commander must determine the type and quantity of resources needed at the incident. That determination may involve requesting a taskforce assignment or one or more strike teams.
- Example 1: An Incident Commander (IC) at a major rural fire may require ten (10) 10 additional tenders to shuttle water. The IC would request two (2) tender strike teams, one from each of two different MABAS Divisions.
- Example 2: An IC at a mass casualty incident may need twenty (20) additional ambulances. The IC would request four (4) ambulance strike teams, one from each of four (4) different MABAS Divisions.
- Example 3: A community is experiencing a rash of fire outbreaks caused by over pressurization of the natural gas distribution system. A senior command officer may request a fire taskforce assignment from one MABAS Division to help battle the fires.
- 3.2 REQUESTING RESOURCES – The IC must request the interdivisional assignment through their primary/back-up MABAS Division Dispatcher. The request should include type of interdivisional assets requested, number of taskforces or strike teams requested, and which MABAS Division(s) the resources are requested from.
4. DISPATCHING AN INTERDIVISIONAL RESPONSE – The MABAS Division Dispatcher may receive a request for interdivisional resources for an incident within their Division as well as another Division requesting resources be sent to them.

4.1 REQUEST FOR STRICKEN DIVISION TO RECEIVE AID – When the stricken MABAS Division Dispatcher receives a request for Interdivisional Mutual Aid from an IC at an active incident within their Division, the MABAS Dispatcher must copy the type(s) and quantities of resources requested. Based on the types quantities of units requested, the stricken community of the MABAS Division Dispatcher will determine the number of Interdivisional Requests that are required.

4.1.1 If the affected department has listed preferences for interdivisional requests on their Box Alarm cards, the stricken community MABAS Dispatcher should contact the requested Division(s) in order of preference on the local card. This contact can be via radio (IFERN) or by telephone.

4.1.2 In the event that the active Box Alarm Card does not list preferred choices for interdivisional requests, then the local MABAS Dispatcher has the authority to select adjacent Divisions to request aid from. The stricken community MABAS Dispatcher should take into account response time and whether or not resources from the neighboring Division(s) are already being utilized at the incident.

4.1.3 The stricken community MABAS Division Dispatcher requesting interdivisional mutual aid must continue to monitor the IFERN frequency and account for the interdivisional mutual aid units as they acknowledge response and/or arrive on scene.

4.1.4 Each MABAS Division Dispatch Center should maintain a map showing the locations of MABAS Divisions along with telephone listings for each MABAS Division Dispatch Center. This information can be located at www.MABAS.org and www.mabaswisconsin.org

4.2 REQUEST FOR DIVISION TO SEND OUTBOUND AID – When the MABAS Division Dispatcher receives a request for outbound Interdivisional Mutual Aid from a stricken community MABAS Division, the MABAS Dispatcher must copy the type(s) and quantities of resources requested, as well as the department requesting aid and the staging area. The MABAS Dispatcher should immediately determine whether or not their Division has appropriate Interdivisional Box Alarm Cards to match the type of response or units requested. If a requested taskforce or strike team card does not exist, the MABAS Dispatcher should immediately decline the request. If a card exists for the type of units or response requested then the following dispatch procedure should be followed:

4.2.1 The MABAS Dispatcher should locate and review the appropriate Taskforce or Strike Team Interdivisional Box Alarm Card for their Division that matches the resource type requested.

4.2.2 The MABAS Division Dispatcher sending aid should activate the MABAS Alerting Tones on IFERN in the same manner as routine Box Alarm dispatches, or follow other local Division dispatch procedures. When dispatching Interdivisional requests on IFERN, the MABAS Dispatcher must announce the type of interdivisional request, MABAS Division and Department requesting aid, location of the staging area and units due to respond.

For Example: "MABAS Division 1 to all locals, Division 101 is requesting an Interdivisional Box Alarm for an Ambulance Strike Team for the Kenosha Fire Department. Staging will be at Highway 50 and Green Bay Road. The following ambulances are due: Arlington Heights, Rolling Meadows, Schaumburg, Wheeling and Palatine and a Chief from Prospect Heights. Responding units switch to IFERN and acknowledge Division 1." (repeat the message)

4.2.3 When a MABAS Division is sending a complete Taskforce or Strike Team, all responding units are encouraged to muster at a designated Point of Departure and respond to the incident as a single resource. If a MABAS Division is requested to send less than a complete Taskforce or Strike Team, individual units may respond directly to the designated staging area.

4.2.4 The MABAS Division Dispatcher sending aid should monitor the IFERN frequency and acknowledge their units responding on the interdivisional request. Once all due units are responding, the MABAS Dispatcher sending aid should contact the MABAS Dispatcher requesting aid via telephone and advise that all requested units are responding and provide the names of the departments and unit types.

4.2.5 In the event that a department due as a primary response unit is not available, the MABAS Dispatcher can fill in from the second level of the Interdivisional Box Alarm card.

4.2.6 A Division may request a total number of units less than a full Strike Team assignment. In that situation, the MABAS Dispatcher sending aid will limit the units assigned from the Interdivisional Card to match the number of units requested.

5. UNIT RESPONSE TO AN INTERDIVISIONAL REQUEST – Units dispatched on an Interdivisional Box Alarm assignment should follow local Division response policies.

5.1 The Taskforce/Strike Team Leader, unless individual units are requested, should notify their Division Dispatcher when the requested

units are responding. The stricken community Division Dispatcher should be notified when they arrive at the staging area.

- 5.2 When units are released, the Taskforce/Strike Team Leader, unless units are released individually, should notify the stricken community MABAS Division Dispatcher. Taskforces, Strike Teams, or individual units should notify their own MABAS Division Dispatcher when they arrive back at their assigned quarters or point of departure.

Conclusion

This Guideline provides assistance and direction for development and implementation of Interdivisional Box Alarm Cards.

MABAS-Wisconsin Policy & Procedures

Index Number: C-01-04.01

Subject: MABAS Alerting/Coverage

Functional Area: Communications

Category: Policy

Approved: Approved by the Executive Board on June 12, 2008

Revised:

Purpose

To define policy for paging tone formats and coverage areas for the Mutual Aid Box Alarm System (MABAS) radio alerting system.

Responsibility

This policy applies to all MABAS-Wisconsin member divisions and their dispatch centers.

Accountability

Enforcement of this specific policy rests initially with the MABAS-Wisconsin Communications Committee, then the MABAS-Wisconsin President, then the MABAS-Wisconsin Vice President.

Reporting Requirement

There is no routine reporting requirement for this policy.

Background

MABAS has used a standard two-tone sequential radio alerting system since the early 1970s. This system is simply comprised of paging encoders at MABAS Division dispatch centers that transmit specific paging tones on the Interagency Fire Emergency Radio Network, IFERN 154.265 MHz frequency and radio receivers that decode and alert when the proper tone code is received.

Paging encoders have variable encoding formats. Some receivers fail to properly decode when shortened paging tone formats are used.

MABAS Divisions can cover large geographical areas and may dispatch alarms that include departments in adjacent Divisions. Improperly positioned, or under designed, base radios may fail to effectively cover geographic areas where alerting is necessary.

Policy

The MABAS-Wisconsin Communications Committee hereby makes the following policy for both primary and back-up MABAS Division Dispatch Centers:

1. Paging encoders should be programmed for a two-tone sequential paging format using the timing for Tone A of 1.5 seconds with the timing for Tone B of 3.5 seconds with no delay between tones. Tone A is 1082.0 Hz and Tone B is 701.0 Hz.
2. MABAS–Wisconsin Divisions are encouraged to conduct tests with member departments, and departments they dispatch from neighboring Divisions, to ensure the transmit signal is adequate to open alert radios. An acceptable engineering standard is to provide 95% paging coverage throughout the desired coverage area. If deficiencies are found, the base radio system should be re-engineered and application for license modifications, if necessary, be processed so that both primary and back-up dispatch centers effectively cover their service areas.

Conclusion

Transmission of alerting signals using proper tones, timing formats and signal strengths will ensure that all agencies due on a specific alarm are properly notified of a MABAS Box Alarm event.

MABAS-Wisconsin Policy & Procedures

Index Number: C-01-04.02

Subject: Testing of the MABAS Alert System

Functional Area: Communications

Category: Procedure

Approved: Approved by the Executive Board June 12, 2008

Revised:

Purpose

To provide a coordinated schedule for monthly testing of the Mutual Aid Box Alarm System (MABAS) by each MABAS Division's primary and, if appropriate, back-up dispatch center.

Responsibility

This procedure applies to all MABAS Division's primary and back-up dispatch centers.

Accountability

Enforcement of this specific procedure rests initially with the MABAS-Wisconsin Communications Committee, the President of MABAS-Wisconsin, the Vice President of MABAS-Wisconsin.

Reporting Requirement

There is no routine reporting requirement for this procedure.

Background

MABAS Divisions have routinely tested their paging encoders and transmitters on various schedules. Due to the explosive growth of the MABAS system in both Illinois and Wisconsin, a revised schedule was needed and desired.

This procedure coordinates MABAS Alert System Testing in all states MABAS currently operates in.

Procedure

The MABAS-Wisconsin Communications Committee hereby makes the following recommendations for both member and non-member fire departments:

1. Testing of the MABAS system will be done on a monthly basis by each Division. The alerting receivers will be tested either on a Monday, Tuesday, Wednesday, Thursday, or Friday of each month to determine that all receivers and tone encoders are working properly.

2. There will be a two-minute delay between each test to allow Departments to reset the receivers for the next test and to establish that the auto reset is functioning properly.
3. There is no need to acknowledge receipt of another MABAS Division's test over the Interagency Fire Emergency Radio Network (IFERN). When an actual emergency is active, or becomes active at the same time of a test, the test shall be discontinued.
4. The test will be given as follows:
 - 4.1 "(Department name) testing Division (Number) Mutual Aid Box Alarm Alerting Receivers, reset all receivers for the (name of department testing next) test, (Department Name) Clear, (Call sign)".
 - 4.2 The last Department to test will announce "End of Test" at the end of their test.

EXAMPLE: "Tri-Com Dispatch testing Division XIII Mutual Aid Box Alarm Receivers, Tri-Com Dispatch Clear, KBW588, end of test."
5. The monthly test schedule can be found on the MABAS-Wisconsin website at www.mabaswisconsin.org.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: C-01-04.03

Subject: MABAS Telecommunicators List Serve

Functional Area: Communications

Category: Policy

Approved: Approved by the Executive Board on October 18, 2006

Revised:

Purpose

To clarify the general policies and procedures related to the use of the MABAS Telecommunicators' List Serve.

Responsibility

This policy applies to all MABAS Divisions, member Departments and all telecommunicators that are involved in the handling of MABAS radio traffic. There is no requirement by members to partake of this computer based forum. It is meant an electronic meeting place to get information and discussion on MABAS Dispatch and communications topics.

Accountability

Enforcement of this specific policy rests initially with the Co-Chairs of the MABAS Telecommunications, Communications, and Dispatch Centers Committee, then the MABAS CEO, followed by the MABAS President, 1st Vice President and 2nd Vice President.

Reporting Requirement

There is no routine reporting requirement for this policy.

Background

The telecommunicators that support the MABAS activities have expressed a desire to have an electronic method to contact each other in a List Serve environment.

At the MABAS Telecommunicator's Conference in March 2006 MABAS acknowledged the request to set up a communications network for telecommunicators.

As a result the Communications Committee has developed this work plan to address the implementation and oversight of this electronic communications system.

Policy

The MABAS-Wisconsin Communications Committee hereby makes the following recommendations for both member and non-member fire departments:

1. Membership

- 1.1 Membership in the List Serve shall be limited to Chief officers or the designees, Communications Supervisors and those telecommunicators that have an involvement/or interest with the dispatching of MABAS alarms or equipment due to respond to the alarms.
- 1.2 The List Serve Moderator shall review all requests for membership.
- 1.3 Those individuals that don't meet the requirements set forth in paragraph 4.1 will be notified that they are not eligible for membership.
- 1.4 All messages will be reviewed by the List Serve Moderator prior to it being posted on the List Serve.
- 1.5 The MABAS Telecommunicator List Serve Moderator is authorized to grant membership to the List Serve and is also empowered to remove individuals for violating these guidelines or otherwise abusing the List Serve.

2. List Serve Guidelines: The MABAS Telecommunications, Communications and Dispatch Committee establishes this set of guidelines for the use of the MABAS Telecommunicator List Serve:

- 2.1 Keep it Legal – do not distribute, or disseminate defamatory, infringing, obscene, or other unlawful material or information. Do not use the MABAS Telecommunicator List Serve to publish or post material protected by intellectual property laws, rights of privacy or publicity or any other applicable law unless you own or control the rights thereto or have received all necessary consents. Where quotes are used or references are made appropriate credit shall be given to the original author. MABAS is not responsible for any use of anything you say or post. All applicable federal, state and local laws apply.
- 2.2 It is the responsibility of the sender to, when appropriate; identify any restrictions on the distribution of information in the posting.
- 2.3 Do not post any materials (including software and other information) that could harm (or is designed to harm) other users' computers or would allow others to inappropriately access software or Web sites. MABAS does not allow posting or use of computer programs that contain destructive features such as: viruses, worms, Trojan Horses, or bots for the use of scrolling, showing multiple screens, and other activities that can be disruptive to online communication.
- 2.4 Do not use the MABAS Telecommunicator List Serve to threaten, harass or abuse others.
- 2.5 Refrain from all expressions that reflect negatively on yourself and others.
- 2.6 MABAS does not tolerate disruptive activity online, such as persistent off-topic comments and postings or statements that incite others to violate these guidelines or participate in illegal activities.
- 2.7 Falsely impersonating an MABAS Board Member, employee or any other person with the intent to mislead or cause harm to others is forbidden.

- 2.8 The MABAS Telecommunicator List Serve shall not be used as a forum to advertise or promote any products or services for sale or lease, etc. General discussions concerning actual experiences with a product or service are permitted.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: C-01-05.01

Subject: Audible Emergency Warning at Incident Scenes

Functional Area: Communications

Category: Policy

Approved By: Approved by the Executive Board on June 12, 2008

Revised:

Purpose

This policy is to give assistance and direction to member departments and the incident commander (IC) with regards to audible signals for use at incident scenes to alert personnel of impending or imminent danger.

Responsibility

This policy applies to all MABAS-Wisconsin Divisions and member Departments.

Background

Various procedures have been enacted by member departments and MABAS to alert personnel at emergency scenes of impending or imminent dangers including flashover, building collapse, downed power lines, missing firefighter, change from offensive to defensive operations and many other potentially dangerous events or situations. The need to coordinate audible warning sounds including the use of apparatus air horns or audible tone encoders on command radios has become apparent. It is also recognized that an Incident Commander should also have the ability to emit an attention getting signal on fireground frequencies to warn firefighters of impending danger.

This policy does not address the use of MDC 1200 or other automatic number identification protocols or the use of “emergency” buttons on mobile and portable radios. This policy will provide uniform information for all MABAS member departments at both MABAS and non-MABAS incidents.

Policy

- A. AIR HORNS:** The (IC) shall order the air horns to sound on one or more fire apparatus at an incident scene when necessary to immediately warn all personnel working at an incident, when necessary, to immediately evacuate the building or hot zone. Examples of when airhorns should be sounded include, but are not limited to: impending collapse, flashover, explosion, hazardous atmosphere, etc. Apparatus Operators shall sound the airhorns, using a sequence of air horn blasts that shall not exceed 10 seconds in length followed by a 10 second period of silence, and this done three (3) times. **(NFPA 1500, A.8.1.11)**
- B. RADIO ALERT TONE:** When so equipped, the IC shall cause an audible alert tone of 1500 Hz to be transmitted for three (3) to five (5) seconds over all fireground frequencies in use. Examples for the use of the radio alerting tone include, but are not limited to:

- **EVACUATION:** Anytime during an incident when it is necessary to immediately evacuate a building, trench, confined space, hazardous area or other position when such evacuation is necessary to protect the safety of personnel working the incident.
- **DANGEROUS SITUATION:** Alerting personnel to an unusual condition or situation at the scene of an emergency that puts personnel at increased risk. These situations may include, but not be limited to, downed power line, unstable wall or structure, vicious animal, or other safety related situation or message.
- **PERSONNEL ACCOUNTABILITY REPORT:** To alert crews working an emergency incident of an impending Personnel Accountability Report (PAR).
- **EMERGENCY TRAFFIC:** To alert personnel to clear a fireground or other frequency due to a request to pass emergency traffic to the incident commander.

C. RADIO ALERT TONE PROCEDURE: When an IC determines that an emergency exists or a potential situation exists that adversely affects the safety of personnel working at the incident, and the IC has the capability to transmit a radio alert tone, the following process is hereby recommended:

- **FIREGROUND FREQUENCIES:** Starting with the primary tactical frequency (firefighters in greatest danger) the IC shall cause the Radio Alert Tone to be transmitted following immediately by the phrase “**ALL UNITS STAND BY FOR EMERGENCY TRAFFIC**” followed immediately by a description of the emergency or situation.
- - For example, the Safety Officer determines that a structure has become unstable and the IC orders an evacuation of interior companies. The following transmission should be broadcast on each fireground channel in use at the incident: **Transmit Radio Alert Tone: announce “EMERGENCY TRAFFIC ALL PERSONNEL EVACUATE THE BUILDING DUE TO IMPENDING COLLAPSE”** (The alert tone and announcement should be repeated.)
- **IFERN/DISPATCH FREQUENCY:** The IC may elect to transmit the radio alert tone and emergency traffic message over the local dispatch channel. The format for transmission of emergency traffic over the Interagency Fire Emergency Radio Network (IFERN) or local dispatch channel should follow the same procedure as described in Section 4.3.1.

Conclusion

This policy provides direction for the use of audible warning tones and air horns at the scene of an emergency.

MABAS-Wisconsin Policies, Procedures, and Guidelines	
Index Number:	C-01-05.02
Subject:	Wisconsin Tactical Frequency Usage
Functional Area:	Communications
Category:	Policy
Approved By:	Approved by the Executive Board on June 12, 2008
Revised:	

Purpose

To provide a policy for member departments and their personnel for establishing an effective communications component for the Incident Action Plan at both routine and major emergency incidents.

Responsibility

This policy is applicable to all MABAS-Wisconsin member agencies. This procedure is intended to comply with the operational concepts provided under and in support of the National Incident Management System (NIMS), the Unified Incident Command System (UCS) and the Incident Command System (ICS) principles.

Accountability

The Authority Having Jurisdiction (AHJ) will be in charge of the Incident Communications Plan.

Reporting Requirement

None.

Background

The MABAS organization has grown significantly over the past few years in size, geographical service area and responsibility. The complex nature of the various incidents that member fire departments respond to has mandated the use of additional mutual aid dispatch, coordination and tactical operations radio channels to effectively manage these incidents. As a result, the MABAS-Wisconsin Communications Committee has developed this policy to assist local Incident Commander (IC) with the task of implementing a communications plan at all emergency incidents and training evolutions.

Definitions

Dispatch – Local frequency normally used for daily dispatch (base/mobile) of emergency calls.

IFERN – MABAS mutual aid dispatch and response frequency (base/mobile). (154.265 MHz)

IFERN2 - Alternate mutual aid dispatch and response frequency (base/mobile). (154.3025 MHz)

Fireground – Low power tactical frequencies used for on-scene communications between the Incident Commander and units working the incident.

FG RED	153.830 MHz	FG GOLD	153.8375 MHz*
FG WHITE	154.280 MHz	FG BLACK	154.2725 MHz*
FG BLUE	154.295 MHz	FG GRAY	154.2875 MHz*

*Narrow-band Frequency

EMS A, B, & C ambulance to hospital frequencies: (155.400, 155.340, 155.280)

Policy

This policy was developed to aid in preparing the communications component of an Incident Action Plan. The narrow-band frequencies listed herein IFERN2, FG GOLD, FG BLACK & FG GRAY may create operational difficulties due to interference with adjacent wide-band frequencies. Use of these frequencies may be limited until full migration to narrow-band operation is completed but the narrow-band fireground frequencies may be considered to be used at another incident happening simultaneously to a nearby incident that is using the wide-band fireground frequencies of FG RED, FG WHITE & FG BLUE.

Please consider that it is extremely difficult for a single individual to effectively monitor more than 1 or 2 radio frequencies during an emergency incident. As the communications plan becomes more complex, the Incident Commander (IC) must rely on aides to assist with communications management at the Command Post.

Occasionally, a jurisdiction may respond to multiple simultaneous incidents, or neighboring jurisdictions may experience simultaneous emergencies. Use of a single fireground channel for both incidents may be counterproductive and cause unnecessary harmful interference. Incident Commanders at subsequent incidents should consider adjusting their communications plan and assign a different primary fireground channel to avoid operational difficulties.

The frequency use matrix below can be used as a quick reference sheet for the incident command, emergency operations center or other communications personnel:

Wisconsin NIMS Tactical Radio Channel Guideline

Recommended channel assignments for specific functions at mutual aid incidents.

Function	Primary	Alternate
IC to Local Dispatcher	Local Dispatch	
IC to MABAS Dispatcher	IFERN	
Staging	IFERN	
Scene/First Due Companies	FG RED	FG GOLD
Interior/Fire Companies	FG RED	FG GOLD
Operations Officer	FG RED	FG GOLD
Safety Officer	FG RED	FG GOLD
RIT Team(s)	FG RED	FG GOLD
Accountability	FG RED	FG GOLD
Water Supply	FG BLUE	FG GOLD, FG GRAY
Truck Operations	FG RED	FG GOLD, FG GRAY
Logistics	FG WHITE	FG BLACK
Public Information Officer	FG WHITE	FG BLACK
Liaison Officer(s)	FG WHITE	FG BLACK
Support Functions	FG WHITE	FG BLACK
Extrication & Manpower	FG RED	FG GOLD
Triage Sector	EMS C	
Treatment Sector	EMS C	
Transport to Ambulances	IFERN	
Transport to Medical Control	EMS B	EMS A
Helicopter Landing Zone	MARC2	EMS C
Technical Response Team Entry	MARC3	
Technical Response Team Ops	MARC4	
Haz-Mat Operations	MARC 3	FG GOLD
Haz-Mat Resource	MARC3	
Haz-Mat Entry/Backup	MARC4	
Divemaster/Dive Operations	FG BLUE	FG GRAY
Boat Operations	FG BLUE	FG GRAY
Base Camp Operations	IFERN2	
Fire Operations	FG RED	FG GOLD
EMS Operations	EMS C	
Interdisciplinary Coordination		
MARC1 (repeater must be turned on to use, and off at end of the incident),		
Investigations	Local Dispatch	
Evacuation	MARC4	
Traffic Control	WISPERN	
SAR Team Liaison	NATSAR	

Conclusion

The foregoing provides a uniform approach for MABAS members to develop the communications component of an Incident Action Plan. The local incident commander is responsible for establishing a communications unit to coordinate frequency usage. Local conditions must be taken into consideration when implementing this procedure.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: C-01-05.03

Subject: Medical Helicopter Communications

Functional Area: Operations

Category: Policy

Approved: Approved by the Executive Boards on October 9, 2008

Revised:

Purpose

This policy covers the use of Mutual Aid Radio Channel 2 (MARC2), or Emergency Medical Services Coordination (EMS C) for medical helicopter landing zones in the absence of a dedicated radio frequency for flight emergency coordination in your division. This policy also covers the use of 156.800 Carrier Squelch (cs) and 157.100 MHz (cs) as the frequencies to be used for operations with the U.S. Coast Guard and rescue helicopters.

Responsibility

This policy applies to all Mutual Aid Box Alarm System (MABAS) Wisconsin member agencies. It is encouraged that all fire departments and related emergency response organizations throughout Wisconsin adopt the procedures set forth herein.

Accountability

Enforcement of this specific policy, as it relates to MABAS-Wisconsin, rests initially with the MABAS-Wisconsin Communications Committee, then the President of MABAS-Wisconsin, then by the Vice-President of MABAS-Wisconsin and ultimately by the Wisconsin State Interoperability Council (SIC).

Reporting Requirement

There is no routine reporting requirement for this policy.

Background

Departments, in some areas of the Midwest, frequently request medical evacuation helicopters to the scenes of accidents and other emergencies.

Helicopters landing at scenes where incidents are in progress can disrupt critical communications at the scene, with other responding units, staging, etc. Likewise, other incident related radio traffic can interfere with safety related transmissions between the landing zone sector and the medical helicopter.

Radio communications from medical helicopters while in flight can cover great geographic areas due to their antenna height. Helicopters responding to an incident in one jurisdiction can cause, or receive, harmful interference to/from an in-progress MABAS

box alarm in another jurisdiction, if MABAS dispatch and/or fireground tactical frequencies are used.

Some departments that work close to the border of Illinois have Fireground Green programmed in their radios. Although this channel has been licensed for use in some counties in Illinois, this channel is not, and will not be licensed in the State of Wisconsin due to the possibility of co-channel interference issues, among other issues. It is therefore not allowed to be used in the State of Wisconsin for landing zone or MABAS communications.

There are also times where the U.S. Coast Guard may be asked to respond to an emergency scene for medical or search and rescue operations. Their radio frequencies of choice are Marine Channel 23A (VHF 157.150 MHz on carrier squelch) and Marine Channel 16 (156.800 MHz on carrier squelch). Private search and rescue organizations should use National Search & Rescue (NATSAR 155.160, CTCSS tone 127.3).

Policy

The MABAS-Wisconsin Communications Committee establishes the following policy for communications between fire department units and medical helicopters:

4. The use of IFERN (154.265 MHz) or FG RED, FG WHITE, FG BLUE, or FG BLACK, FG, GOLD, FG GRAY OR GREEN Fire Ground frequencies for medical evacuation helicopter landing zones is not acceptable.
5. The use of MARC2, or EMS C, is appropriate for landing zone coordination or ambulance-to-helicopter communications.
6. MARC2 is the primary channel of choice throughout the state for landing zone communications. Where interference, other use in progress, or adjacent state operations make the use of MARC2 (151.280 MHz CTCSS tone 136.5 undesirable, the state EMS coordination channel EMS C (155.280 MHz) can be used as an alternative.
7. Communications with the U.S. Coast Guard should be directed to either VHF 157.100 cs. or 156.800 cs.
8. Communications with private Search and Rescue teams and/or helicopters should be conducted on NATSAR 155.160, CTCSS tone 127.3).

Conclusion

Proper use of available radio frequencies can eliminate harmful interference between MABAS incidents and medical helicopters. Nothing in this statement is intended to discourage the use of other licensed frequencies not specified herein for use during helicopter landing zone situations; however the responsibility for communications is with the local incident commander.

MABAS-Wisconsin Policies, Procedures, and Guidelines	
Index Number:	C-01-06.01
Subject:	Website Management
Functional Area:	Communications
Category:	Policy
Approved:	Approved by the Executive Board on June 12, 2008
Revised:	

Purpose

To clarify the general policies and procedures for the Mutual Aid Box Alarm System (MABAS)–Wisconsin Communications Committee to maintain all of the MABAS–Wisconsin Websites

Responsibility

This policy describes the maintenance and oversight of the following websites that are affiliated with MABAS–Wisconsin and managed by the MABAS–Wisconsin Communications Committee:

www.mabaswisconsin.com

www.mabaswisconsin.org

Accountability

Enforcement of this specific policy rests initially with the MABAS–Wisconsin Communications Committee, then the President of MABAS–Wisconsin, and then the Vice-President of MABAS–Wisconsin.

Reporting Requirement

There is no routine reporting requirement for this policy.

Background

In order to properly disseminate timely and accurate information to MABAS–Wisconsin members, potential members, the following describes an Internet-based method of information exchange.

Policy

The MABAS–Wisconsin Communications Committee hereby makes the following policy website mangament:

1. www.mabaswisconsin.com

2. www.mabaswisconsin.org

- Creative design and non-informational format will be left up to the MABAS–Wisconsin Communications Committee’s Website Manager. This site will be highly informational, attractive, professional-looking, up to date, and act as a useful tool for MABAS – Wisconsin agencies to retrieve valuable information and forms.
- Content will be moderated by the MABAS–Wisconsin Communications Committee Website Manager with input from the MABAS–Wisconsin Communications Committee and the President of MABAS–Wisconsin. Submissions shall be sent to the MABAS - Wisconsin Communications Committee Website Manager via the email-link as found on the websites.
- Webmasters will be supervised by the MABAS–Wisconsin Communications Committee Website Manager.
- Any links to other MABAS–Wisconsin Division websites will contain disclaimers that the MABAS–Wisconsin organization is not responsible for the accuracy of information posted on other websites.

Conclusion

This policy should be useful for webmasters, website users, and the MABAS–Wisconsin Communications Committee and Executive Board to ensure that proper information is disseminated while stating policy that will prevent the dissemination of sensitive, secure, or privileged information.

MABAS-Wisconsin Policies, Procedures, and Guidelines	
Index Number:	C-01-06.02
Subject:	Radio Technician's Guidelines
Functional Area:	Communications
Category:	Guideline
Approved:	Approved by the Executive Board on June 12, 2008
Revised:	

Purpose

To provide a source for radio technicians, both independent radio shops and in-house radio programmers, so that mobile and portable radios will contain proper features to adequately function within the guidelines of the various MABAS–Wisconsin Policies, Procedures and Guidelines.

Responsibility

This information can be utilized by all fire departments and their respective radio technicians.

Accountability

This is a guideline only. Enforcement of radio operations and licensing rests with the Federal Communications Commission (FCC).

Reporting Requirement

There is no routine reporting requirement for this policy.

Background

The MABAS Communications Committee has fielded questions from radio shops and fire agencies which are looking for guidance on programming features, channel designators, and other radio parameters that are necessary to attain interoperability with all MABAS agencies.

Guideline

The MABAS-Wisconsin Communications Committee hereby makes the following recommendations for both member and non-member fire departments:

1. CHANNEL SPECIFICATIONS AND NOMENCLATURE:

CTCSS is found only on the transmitter of the radio for portables and mobiles on wideband frequencies. If a command van is used, or a base-station is used for regional reception, CTCSS for the receiver may be considered for those

radios found in communications vans or base stations only to reduce interference.

Freq: TX/RX	CTCSS Tone	Name	Suggested Display or Abbreviation
154.2650	210.7 (M2) (Note 3)	Interagency Fire Emergency Radio Network	IFERN
154.3025 (N)	67.0 (XZ) (Note 4)	Interagency Fire Emergency Radio Network 2	IFERN2
153.8300	69.3 (WZ) (Note 3)	RED Fireground	FG-RED
154.2800	74.4 (WA) (Note 3)	WHITE Fireground	FG-WHITE
154.2950	85.4 (YA) (Note 3)	BLUE Fireground	FG-BLUE
153.8375 (N)	91.5 (ZZ) (Note 4)	GOLD Fireground	FG-GOLD
154.2725 (N)	94.8 (ZA) (Note 4)	BLACK Fireground	FG-BLACK
154.2875 (N)	136.5 (4Z) (Note 4)	GRAY Fireground	FG-GRAY

- Note 1: The radio's LCD display may also contain channel number as space allows, i.e. "4 IFERN".
- Note 2: (N) Means Narrow-Band Only. Not all radios are capable for Narrow-Band based on age and FCC Type Acceptance.
- Note 3: Until the FCC makes a final decision on narrow-band, MABAS recommends that "transmit only" CTCSS be implemented on portables and mobiles for the wideband channels.
- Note 4: MABAS recommends that "full TX/RX" CTCSS be implemented on portables and mobiles for the narrowband channels.

2. CHANNELIZATION:

Radio Frequency Inclusion Recommendations

The following is the proposed MABAS Wisconsin Frequency priority list. We would suggest starting at the top and working your way down the list putting as many frequencies as possible in your radios. ***It is not so important what channel the frequency is on as it is important to at least have the frequency in the radio.*** Each individual radio will dictate how many channels can be programmed. Sixteen channel radios should make every effort to include the eight MABAS Channels plus as many MARC channels as possible. Thirty two and forty eight channel radios should have no problem accommodating the entire list below. We are flexible but this makes the most sense. Fire or EMS apparatus from SE Wisconsin could travel to NW Wisconsin and have the ability to communicate with local fire departments on both mobile and hand held radios if we all at least have the MABAS and MARC frequencies programmed. The list is consistent with the SIEC recommendations for what frequencies should be included in radios. Any radio equipment purchased with Office of Justice Assistance (OJA) grants must have these frequencies programmed.

IFERN	154.265	210.7
RED FG	153.830	69.3
WHITE FG	154.280	74.4
BLUE FG	154.295	85.4
GOLD FG	153.8375	91.5
BLACK FG	154.2725	94.8
GRAY FG	154.2875	136.5
IFERN 2	154.3025	67.0
MARC 1	151.280 (R)	136.5
MARC 2 / Landing Zone Coordination	151.280	136.5
MARC 3	154.010	71.9
MARC 4	154.130	82.5
V-CALL	155.7525	156.7
V-TAC 1	151.1375	156.7
V-TAC 2	154.4525	156.7
VTAC 3	158.7375	156.7
VTAC 4	159.4725	156.7
STATE EMS COORDINATION (A)	155.400	D156
WEM CAR TO CAR	156.000	136.5
WISPERN	155.475	156.7
POINT TO POINT	155.370	146.2
STATE EMS (B)	155.340	D156
STATE EMS (C)	155.280	D156

3. SCAN FEATURES:

The MABAS Communications Committee has fielded questions on popular scan configurations in programmable mobile and portable radios. Configurations should include:

- 3.1 Scan List:** A list of channels should be limited to tactical channels or essential channels for the command function. Scan lists should be limited to IFERN, Fireground channels, and main dispatch channel. This is a local decision based on local policy, however, lower-priority channels or seldom used channels should probably not be included in a scan list when in a tactical mode.
- 3.2 Deletion of “talk-back” scan:** This feature moves the transmit frequency to the channel where last activity occurred. In this scan mode, the operator may actually transmit on an undesired channel because the radio sensed activity on a non-primary channel
- 3.3 Use of “Priority Scan”:** Radios should be configured so that the scanner’s priority follows the selected channel. Regardless of how many channels are in a given scan list, priority is given to the channel that is selected by the channel selector. Activity on the selected channel will be given priority over activity on any other channel in the scan list.

4. CHANNEL GUIDE:

Because most popular radios are multi-channel, it is recommended that a channel guide be available to the operators. A laminated card, label, or engraved plate should be available on the front of the radio case, or on the radio’s holster. Mobile radios should have a similar channel guide in plain view near the radio.

Mobile and portable radios with alpha-numeric displays may not require any type of placard, card, or label unless special instructions are desired.

5. PORTABLE RADIO SPEAKER MICROPHONE & PUBLIC-SAFETY MICROPHONE:

There are many options for speaker-microphones and accessories. Recommendations:

- 5.1 Speaker Mic:** Speaker microphones (coiled cord with microphone containing a push-to-talk switch, and speaker), when used, still allows the portable-radio antenna to be away from the operator’s body, per manufacturer’s guidelines.
- 5.2 Public-Safety Mic:** Public-safety microphones (straight or nearly straight cord with speaker, microphone, push-to-talk switch, and remote antenna). The installation must strictly adhere to manufacturers guidelines and must remain unmodified. The mic-mounted remote antenna must remain in place since the portable-mounted antenna is automatically disconnected once the public-safety microphone is attached to the radio. The proper

band antenna needs to be used. Even though a UHF antenna may be shorter and “more convenient”, it does not perform properly on a VHF radio. It can cause damage to the radio, and it will degrade performance.

6. MOBILE RADIO ANTENNAS:

- 6.1 Glass-mounted Antennas:** There are various manufacturers who make on-the-glass antennas for VHF. Many do not perform to public-safety-grade standards. This leads to poor reception, decreased transmit power, interference to other mobile radios, poor ground, and other problems. These antennas, if used at all, should be used with a high degree of caution.
- 6.2 Mounting Positions of Permanent Antennas:** Antennas mounted on the body of a vehicle should be as high as possible, and as centered as possible for best performance.
- 6.3** Mobiles that require more than one radio antenna should consider antenna spacing based on 1/8-wavelength null. This helps to reduce in-band and cross-band interference between radios.

5.4 MOBILE RADIO POWER SETTINGS:

- 5.1 It is recommended that mobile radios be programmed or adjusted with power setting not to exceed 10 watts on all Fireground channels. High power settings (over 25W) could be used on IFERN, IFERN2, or as needed for authorized frequencies other than the identified Fireground frequencies.
- 5.2 It is recognized that some legacy mobile radios only have one power setting, often at 100 Watts. As mobile radios are replaced, MABAS encourages compliance with the low-power guidelines for fireground channels.
- 5.3 Power should be programmed or adjusted using good engineering practices with trained personnel using professional-grade test equipment such as dummy loads, service monitors and watt meters.

Conclusion

This guideline should be useful for radio technicians, or those who are competent in the use of radio programming software, in properly setting up mobile and portable radios to ensure MABAS interoperability. It is hoped that technicians can use this guideline to counsel the users so that optimal radio performance is achieved.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: C-01-06.03

Subject: Transmit Power Limitation

Functional Area: Communications

Category: Policy

Approved: Approved by the Executive Board on June 12, 2008

Revised:

Purpose

To encourage all Mutual Aid Box Alarm System (MABAS)-Wisconsin members and other response agencies to limit radio transmit power on fireground operations frequencies..

Responsibility

This policy applies to all MABAS–Wisconsin member agencies. It is encouraged that all fire departments and related emergency response organizations throughout Wisconsin adopt the procedures set forth herein.

Accountability

Proper operation of radio equipment within the authority of the Federal Communications Commission (FCC) radio licenses are the responsibility of every individual fire department and, therefore, compliance with this guideline ultimately rests with each agency chief officer. Enforcement of radio rules is the responsibility of the FCC. Enforcement of this specific guideline as it relates to MABAS-Wisconsin rests initially with the MABAS-Wisconsin Communications Committee, President of MABAS-Wisconsin, and Vice-President of MABAS-Wisconsin.

Reporting Requirement

There is no routine reporting requirement for this policy.

Background

Many fire department mobile radios have the ability to transmit at radio frequency power levels up to 110 watts. High transmit power levels may be desirable or necessary for communications with dispatch, hospitals or other mobile units at great distances. These higher power levels are not generally necessary for operations at fireground and other emergency incident scenes that cover very small geographic areas. In fact, for example, base station or high power mobile operations could cause harmful interference to low power portable radios operating on the interior of a working structure fire.

Use of lower power levels on fireground frequencies also allows the reuse of those frequencies at incidents in neighboring jurisdictions without causing harmful interference.

Many newer radios have the ability to program various output power levels by frequency or mode. Fire departments have also installed secondary low power “fireground” radios into staff and command vehicles for use on fireground frequencies at emergency scenes.

Guideline

The MABAS-Wisconsin Communications Committee hereby makes the following policy for both member and non-member Departments:

- Operations on fireground frequencies should be limited to ten (10) watts.
- The use of base radios, including low power portable radios utilizing fixed (base station) antennas is strongly discouraged.
- Emergency response agencies are encouraged to inventory their mobile radio equipment and, if possible, modify these units for low power operation on all fireground radio frequencies.
- MABAS-Wisconsin Communications Committee recognizes that vehicle cross-band repeaters may have to be used to patch together analog simplex fireground frequencies from two differing radio bands. All patching is to be under the direction and control of the authority having jurisdiction (AHJ) of the incident.

Conclusion

The elimination of high power transmission and transmissions from fixed antenna sites on fireground frequencies will improve the safety of operations at fires and other emergencies. Low power fireground transmissions will also facilitate the reuse of fireground frequencies at multiple incidents without unnecessary interference.

APPENDICES

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: Appendix A

Subject: Wisconsin Administrative Rule Chapter WEM 8

Functional Area: Administration

Category: Policy

Approved: Wisconsin Legislature, December 1, 2006

Revised:

Chapter WEM 8:

MUTUAL AID BOX ALARM SYSTEM STANDARDS AND PROCEDURES

- WEM 8.01 Purpose
- WEM 8.02 Definitions
- WEM 8.03 Levels of Response Types
- WEM 8.04 Procedure for Providing Mutual Aid
- WEM 8.05 Types and Classing of Resources
- WEM 8.06 Communications
- WEM 8.07 Coordinators
- WEM 8.08 Credentialing
- WEM 8.09 Limitations on Coverage
- WEM 8.10 Compensation
- WEM 8.11 Participation

WEM 8.01 Purpose. The purpose of this chapter is to establish standards for the adoption of the Mutual Aid Box Alarm System, also known as MABAS, by a local governmental unit as a mechanism to be used for mutual aid for fire, rescue, and emergency medical services and associated special operational services as required in s. 166.03 (2) (a) 3., Stats.

WEM 8.02 Definitions. In this chapter:

- (1) “Aiding unit” means a MABAS member unit furnishing equipment, personnel or services to a stricken unit.
- (2) “Apparatus guidelines” means apparatus defined and incorporated into the MABAS general operating procedures.
- (3) “Chief officer” means the highest ranking officer within a fire, rescue or emergency medical services unit.
- (4) “Emergency” means an occurrence or condition in a stricken unit’s territorial jurisdiction which results in a situation of such magnitude or consequence that it cannot be adequately handled by the resources of that unit, so that it determines the necessity and advisability of requesting mutual aid.
- (5) “Emergency medical services system” means the method for establishing a system for the appropriate management for the medical treatment and transport of the public in pre-hospital or interfacility settings or from facilities or institutions providing health services under ch. TRANS 309 and chs. HFS Chapters 110 to 113.
- (6) “Fire department” has the meaning given in [s. 66.0314 \(1\) \(c\)](#), Stats.

- (7) “Incident command system” has the meaning specified in s. 166.02 (6m), Stats. and follows the guidelines of the National Incident Management System, also known as NIMS.
- (8) “Local governmental unit” has the meaning given in 19.42 (7u), Stats., and also includes a tribe or band.
- (9) “MABAS, or ‘Mutual Aid Box Alarm System’ box card” means a printed form containing details of departments, specialized personnel and equipment to respond to a given geographical area, target hazard or specialized response within a community.
- (10) “MABAS, or ‘Mutual Aid Box Alarm System’ division” means the geographically associated MABAS member units which have been grouped for operational efficiency and representation of those MABAS member units.
- (11) “MABAS or ‘Mutual Aid Box Alarm System’ executive board” means a statewide oversight board comprised of one designated representative from each MABAS region.
- (12) “MABAS or ‘Mutual Aid Box Alarm System’ interdivisional card” means a MABAS box card designated for interdivisional mutual aid, listing a MABAS division’s equipment available to respond based on the type of equipment and location.
- (13) “MABAS or ‘Mutual Aid Box Alarm System’ member unit” means a local governmental unit including but not limited to a county, city, village, town, tribe or band, emergency medical services district, or fire protection district, having a fire department recognized by the State of Wisconsin which is a party to the MABAS agreement and has been appropriately authorized by the governing body to enter into such an agreement.
- (14) “MABAS or ‘Mutual Aid Box Alarm System’ region” means the WEM regional areas as identified by the Adjutant General under ss. 166.03 (2) 6. (b) 1., Stats.
- (15) “Mutual Aid Box Alarm System”, or MABAS, means a definite and prearranged plan whereby an aiding unit provides response and assistance to a stricken unit in accordance with the system established and maintained by MABAS member units, as amended from time to time. Management oversight of the system is handled by the MABAS executive board.
- (16) “National Incident Management System” or ‘NIMS’,” means a system mandated by Homeland Security Presidential Directive 5 that provides a consistent nationwide approach for federal, state, local and tribal governments, the private sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.
- (17) “Stricken unit” means a MABAS member unit or a non-participating local governmental unit which requests aid in the event of an emergency.
- (18) “Tribe or band” has the meaning given in 66.0314 (1) (fe), Stats.
- (19) “WEM” means the Division of Emergency Management with the Department of Military Affairs.
- (20) “WEM duty officer” means an individual on-call 24 hours a day and seven days a week, as identified by WEM’s duty officer roster.

WEM 8.03 Levels of response. MABAS coordinates the effective and efficient provision of mutual aid during emergencies, natural disasters, or manmade catastrophes. In recognition of home rule, MABAS is not intended to relieve a local governmental unit from its responsibilities of providing adequate emergency services for all local emergencies, since all local governmental units should have their own first line of defense. When a local governmental unit exhausts its resources, MABAS can be

activated by the stricken unit through a systematic plan at the following NIMS level response types:

- (1) A “local village, township, city or fire district level response type 5” is an emergency that is a routine day-to-day event utilizing resources listed on a MABAS box card with a minimum of three MABAS alarm levels which is triggered locally by the incident commander on the scene of an emergency.
- (2) A “regional city, county or fire district level response type 4” is an emergency that has exhausted “local village, township, city or fire district level response” capabilities and may utilize up to three MABAS interdivisional cards. A regional response is triggered locally by the incident commander on the scene of an emergency.
- (3) A “state or metropolitan area level response type 3” is an emergency that has exhausted “regional city, county or fire district response” capabilities and may utilize multiple MABAS interdivisional cards. A state response is triggered by a request to the WEM duty officer by the incident commander on the scene of the emergency. Responding resources will be coordinated by the WEM duty officer in coordination with the regional MABAS division coordinator.
- (4) A “national level response types 1 or 2” is an emergency that has exhausted “state level response” capabilities or is an event of national significance which is triggered by or transmitted to the WEM duty officer through the Emergency Management Assistance Compact under ss. 166.30, Stats.

WEM 8.04 Procedure for providing mutual aid. (1) The MABAS member units authorize their respective chief officer or designee to take necessary and proper action to render or request mutual aid from the MABAS member units in accordance with other policies and procedures established and maintained by the MABAS member units. The aid rendered shall be to the extent of available personnel and equipment that are not required for adequate protection of the territorial limits of the aiding unit.

(2) Whenever an emergency occurs and conditions are such that the incident commander or designee, of the stricken unit determines it is advisable to request aid under MABAS, the incident commander or designee shall activate the number of aiding units deemed necessary in accordance with the policies and procedures established and maintained by the MABAS member units.

(3) The chief officer, or designee, of the aiding unit shall take the following action immediately upon receiving a request for mutual aid:

- (a) Determine what predetermined equipment, personnel or services are requested according to the MABAS box card.
- (b) Determine if predetermined requested equipment, personnel or services can be committed in response to the request from the stricken unit.
- (c) Dispatch the predetermined requested equipment, personnel or services, to the extent available, to the staging location of the emergency reported by the stricken unit in accordance with the MABAS box card.
- (d) Notify the stricken unit if any or all of the predetermined requested equipment, personnel or services cannot be provided.

Note: MABAS policies and general operating procedures are available on request without charge from the Fire Services Coordinator, Wisconsin Emergency Management, 2400 Wright Street, Room 213, P.O. Box 7865, Madison, WI 53708-7865,

telephone (608) 220-6049. MABAS policies and procedures may also be accessed from the Wisconsin Emergency Management webpage at: <http://emergencymanagement.wi.gov/>.

WEM 8.05 Types and classes of resources. All equipment and apparatus provided to the stricken unit shall comply with requirements based on National Fire Protection Association standards and s. TRANS 309 at the time of its original construction and shall be NIMS compliant. At the local response level, staffing guidelines shall be based upon the current local policy and practices. At the regional, state and national response levels, personnel provided by aiding units shall comply with all MABAS staffing guideline minimums.

Note: MABAS staffing guidelines are available on request without charge from the Fire Services Coordinator, Wisconsin Emergency Management, 2400 Wright Street, Room 213, P.O. Box 7865, Madison, WI 53708-7865, telephone (608) 220-6049. MABAS policies and general operating procedures may also be accessed from the Wisconsin Emergency Management webpage at: <http://emergencymanagement.wi.gov/>.

WEM 8.06 Communications. To facilitate radio interoperability during emergency response operations, designated MABAS VHF radio frequencies will be utilized by MABAS member units for on scene communications with MABAS mutual aid partners. This does not preclude fire, rescue and emergency medical services from utilizing other radio frequencies or radio bands for their own internal communications.

Note: Designated MABAS VHF radio frequencies are available on request without charge from the Fire Services Coordinator, Wisconsin Emergency Management, 2400 Wright Street, Room 213, P.O. Box 7865, Madison, WI 53708-7865, telephone (608) 220-6049. MABAS policies and general operating procedures may also be accessed from the Wisconsin Emergency Management webpage at: <http://emergencymanagement.wi.gov/>.

WEM 8.07 Coordinators. Each MABAS division shall have one division coordinator available at all times. Each MABAS region shall designate one division in its region to act as the regional coordinator. Each WEM region shall designate one MABAS division as a WEM regional coordinator.

WEM 8.08 Credentialing. Through December 31, 2009, all firefighters responding under MABAS shall meet the training standards and requirements of entry level firefighters trained under s. COMM 30.07. Commencing January 1, 2010, all firefighters responding under MABAS shall meet the training standards and requirements of firefighter I trained under s. COMM 30.07. Emergency medical services responders shall have a valid emergency medical services license as defined in s. HFS 110 through 113.

WEM 8.09 Limitations on coverage. (1) Personnel dispatched to aid a stricken unit under MABAS shall remain employees of the aiding unit. Personnel rendering aid shall report to the incident commander or designee of the stricken unit for direction and assignment at the scene of the emergency. The aiding unit shall at all times have the right to withdraw any and all aid upon the order of its chief officer or designee, provided that the aiding unit withdrawing such aid notifies the incident commander of the stricken unit of the withdrawal of such aid and the extent of such withdrawal.

(2) The rendering of assistance under MABAS shall not be mandatory. An aiding unit may refuse if local conditions of the aiding unit prohibit response. The aiding unit shall immediately notify the stricken unit of its inability to respond.

WEM 8.10 Compensation. Equipment, personnel or services provided under MABAS shall be at no charge to the stricken unit. However, any expenses recoverable from third parties and responsible parties shall be equitably distributed among aiding units. Nothing shall operate to bar any recovery of funds from any state or federal agency under existing state and federal laws.

WEM 8.11 Participation. An agency participating in the MABAS system must be either a MABAS member unit or have signed a memorandum of understanding directly with MABAS. Failure to do either does not jeopardize responses to a non-participating community at the direction of the WEM duty officer.

SECTION 2. EFFECTIVE DATE. This rule shall take effect on the first day of the month following publication in the Wisconsin administrative register as provided in s. 227.22 (2) (intro), Stats.

MABAS-Wisconsin Policies, Procedures, and Guidelines	
Index Number:	Appendix B
Subject:	MABAS-Wisconsin Agreement
Functional Area:	Administration
Category:	Policy
Approved:	MABAS-Wisconsin Executive Board on December 12, 2007
Revised:	

MUTUAL AID BOX ALARM SYSTEM

AGREEMENT

This Agreement made and entered into the date set forth next to the signature of the respective parties, by and between the units of local government subscribed hereto [hereafter “Unit(s)”] that have approved this Agreement and adopted same in manner as provided by law and are hereafter listed at the end of this Agreement.

WHEREAS, the parties hereto have determined because of geographical considerations it is important for Illinois units and Wisconsin units to coordinate mutual aid through the Mutual Aid Box Alarm System for the effective and efficient provision of Mutual aid; and

WHEREAS, it is recognized and acknowledged that emergencies, natural disasters, and man-made catastrophes do not conform to designated territorial limits and state boundaries; and

WHEREAS, the Wisconsin Statute 66.0301(2) authorizes any municipality to contract with other municipalities for the receipt or furnishing of services, such as fire protection and emergency medical services. Such a contract may be with municipalities of another state. (Wis.Stats. 66.0303(3)(b).)

WHEREAS, the State of Illinois has provided similar provisions under the “Intergovernmental Cooperation Act” of 5 ILCS 220/1 et seq.

WHEREAS, Wisconsin Statutes 66.03125 authorizes fire departments to engage in mutual assistance within a requesting fire department's jurisdiction; and

WHEREAS, 2005 Wis. Act 257 amended § 166.03(2)(a)3 of the Wisconsin Statutes relating to standards for local emergency management programs, and

WHEREAS, pursuant thereto the Adjutant General of the Department of Military Affairs of the State of Wisconsin is authorized to furnish guidance, develop and promulgate standards for emergency management programs; and

WHEREAS, pursuant thereto the standards for fire, rescue and emergency medical services shall include the adoption of the intergovernmental cooperation Mutual Aid Box Alarm System (MABAS) as a mechanism that may be used for deploying personnel and equipment in a multi-jurisdictional or multi-agency emergency response; and

WHEREAS, pursuant to such authority, Wis. Admin. Code. Chapter WEM 8 was promulgated in order to establish standards for the adoption of MABAS by local governments as a mechanism to be used for mutual aid for fire rescue and emergency medical services; and

WHEREAS, the parties hereto have determined that it is in their best interests to enter into this Agreement to secure to each the benefits of mutual aid in fire protection, firefighting and the protection of life and property from an emergency or disaster; and,

WHEREAS, the parties hereto have determined that it is in their best interests to associate to provide for communications procedures, training and other necessary functions to further the provision of said protection of life and property from an emergency or disaster;.

NOW, THEREFORE, in consideration of the foregoing recitals, the Unit's membership in the Mutual Aid Box Alarm System (hereinafter 'MABAS') and the covenants contained herein,

THE PARTIES HERETO AGREE AS FOLLOWS:

SECTION ONE

Purpose

It is recognized and acknowledged that in certain situations, such as, but not limited to, emergencies, natural disasters and man-made catastrophes, the use of an individual Member Unit's personnel and equipment to perform functions outside the territorial limits of the Member Unit is desirable and necessary to preserve and protect the health, safety and welfare of the public. It is further expressly acknowledged that in certain situations, such as the aforementioned, the use of other Member Unit's personnel and equipment to perform functions within the territorial limits of a Member Unit is desirable and necessary to preserve and protect the health, safety and welfare of the public. Further, it is acknowledged that coordination of mutual aid through the Mutual Aid Box Alarm System is desirable for the effective and efficient provision of mutual aid.

SECTION TWO

Definitions

For the purpose of this Agreement, the following terms as used in this agreement shall be defined as follows:

- A. "Mutual Aid Box Alarm System" (hereinafter referred to as "MABAS"): A definite and prearranged plan whereby response and assistance is provided to a Stricken Unit by the Aiding Unit(s) in accordance with the system established and maintained by the MABAS Member Units and amended from time to time;
- B. "Member Unit": A unit of local government including but not limited to a county, city, village, town, tribe or band, emergency medical services district, or fire protection district having a fire department recognized by the State of Illinois, or

the State of Wisconsin, or an intergovernmental agency and the units of which the intergovernmental agency is comprised which is a party to the MABAS Agreement and has been appropriately authorized by the governing body to enter into such agreement, and to comply with the rules and regulations of MABAS;

- C. “Stricken Unit”: A Member Unit or a non-participating local governmental unit which requests aid in the event of an emergency;
- D. “Aiding Unit”: A Member Unit furnishing equipment, personnel, and/or services to a Stricken Unit;
- E. “Emergency”: An occurrence or condition in a Stricken Unit’s territorial jurisdiction which results in a situation of such magnitude and/or consequence that it cannot be adequately handled by the Stricken Unit, so that it determines the necessity and advisability of requesting aid.
- F. “Division”: The geographically associated Member Units or Unit which have been grouped for operational efficiency and representation of those Member Units.
- G. “Training”: The regular scheduled practice of emergency procedures during non-emergency drills to implement the necessary joint operations of MABAS.
- H. “Executive Board”: The statewide oversight board of MABAS which is comprised of Division representatives.
- I. “MABAS or ‘Mutual Aid Box Alarm System’ region” means the WEM regional areas as identified by the Adjutant General under ss. 166.03(2)6.(b)1., Stats.
- J. “Chief Officer” means the highest ranking officer within a fire, rescue or emergency medical services unit.
- K. “Incident Command System” has the meaning specified in s. 166.02(6m), Stats. and follows the guidelines of the National Incident Management System, also known as NIMS.

SECTION THREE

Authority and Action to Effect Mutual Aid

- A. The Member Units hereby authorize and direct their respective Chief Officer or his designee to take necessary and proper action to render and/or request mutual aid from the other Member Units in accordance with the policies and procedures established and maintained by the MABAS Member Units. The aid rendered shall be to the extent of available personnel and equipment not required for adequate protection of the territorial limits of the Aiding Unit. The judgment of the Chief Officer, or his designee, of the Aiding Unit shall be final as to the personnel and equipment available to render aid.
- B. Whenever an emergency occurs and conditions are such that the Chief Officer, Incident Commander or his designee, of the Stricken Unit determines it advisable to request aid pursuant to this Agreement he shall notify the Aiding Unit of the nature and location of the emergency and the type and amount of equipment and personnel and/or services requested from the Aiding Unit.
- C. The Chief Officer, or his designee, of the Aiding Unit shall take the following action immediately upon being requested for aid:

Determine what equipment, personnel and/or services is requested according to the system maintained by the MABAS. Determine if the requested equipment, personnel, and/or services can be committed in response to the request from the Stricken Unit; dispatch immediately the requested equipment, personnel and/or services, to the extent available, to the location of the emergency reported by the Stricken Unit in accordance with the procedures of the MABAS; notify the Stricken Unit if any or all of the requested equipment, personnel and/or services cannot be provided.

SECTION FOUR

Jurisdiction Over Personnel and Equipment

Personnel dispatched to aid a party pursuant to this Agreement shall remain employees of the Aiding Unit. Personnel of the Aiding Unit shall report for direction and assignment at the scene of the emergency to the Fire Chief or Incident Commander of the Stricken Unit. The Aiding Unit shall at all times have the right to withdraw any and all aid upon the order of its Chief Officer or his designee; provided, however, that the Aiding Unit withdrawing such aid shall notify the Incident Commander or his designee of the Stricken Unit of the withdrawal of such aid and the extent of such withdrawal.

SECTION FIVE

Compensation for Aid

Equipment, personnel, and/or services provided pursuant to this Agreement shall be at no charge to the Stricken Unit; however, any expenses recoverable from third parties and responsible parties shall be equitably distributed among Aiding Units. Nothing herein shall operate to bar any recovery of funds from any state or federal agency under any existing state and federal laws.

SECTION SIX

Insurance

Each party hereto shall procure and maintain, at its sole and exclusive expense, insurance coverage, including: comprehensive liability, personal injury, property damage, worker's compensation, and, if applicable, emergency medical service professional liability, with minimum limits of \$1,000,000 auto and \$1,000,000 combined single limit general liability and professional liability. No party hereto shall have any obligation to provide or extend insurance coverage for any of the items enumerated herein to any other party hereto or its personnel. The obligations of the Section may be satisfied by a party's

membership in a self-insurance pool, a self-insurance plan or arrangement with an insurance provider approved by the state of jurisdiction. The MABAS may require that copies or other evidence of compliance with the provisions of this Section be provided to the MABAS. Upon request, Member Units shall provide such evidence as herein provided to the MABAS members.

SECTION SEVEN

Indemnification Liability and Waiver of Claims

Each party hereto agrees to waive all claims against all other parties hereto for any loss, damage, personal injury or death occurring in consequence of the performance of this Agreement; provided, however, that such claim is not a result of willful or reckless misconduct by a party hereto or its personnel. The Stricken Unit hereby expressly agrees to hold harmless, indemnify and defend the Aiding Unit and its personnel from any and all claims, demands, liability, losses, including attorney fees and costs, suits in law or in equity which are made by a third party that may arise from providing aid pursuant to this Agreement.

All employee benefits, wage and disability payments, pensions and worker's compensation claims, shall be the sole and exclusive responsibility of each party for its own employees provided, however, that such claim is not a result of willful or reckless misconduct by a party hereto or its personnel.

SECTION EIGHT

Non-Liability for Failure to Render Aid

The rendering of assistance under the terms of this Agreement shall not be mandatory and the Aiding Unit may refuse if local conditions of the Aiding Unit prohibit response. It is the responsibility of the Aiding Unit to immediately notify the Stricken Unit of the Aiding Unit's inability to respond, however, failure to immediately notify the Stricken

Unit of such inability to respond shall not constitute evidence of noncompliance with the terms of this section and no liability may be assigned.

No liability of any kind or nature shall be attributed to or be assumed, whether expressly or implied, by a party hereto, its duly authorized agents and personnel, for failure or refusal to render aid. Nor shall there be any liability of a party for withdrawal of aid once provided pursuant to the terms of this Agreement.

SECTION NINE

Term

This Agreement shall be in effect for a term of one year from the date of signature hereof and shall automatically renew for successive one year terms unless terminated in accordance with this Section.

Any party hereto may terminate its participation in this Agreement at any time, provided that the party wishing to terminate its participation in this Agreement shall give written notice to the Board of their Division and to the Executive Board specifying the date of termination, such notice to be given at least 90 calendar days prior to the specified date of termination of participation. The written notice provided herein shall be given by personal delivery, registered mail or certified mail. In Wisconsin, a copy of such notice shall also be deposited with the Fire Service Coordinator (FSC), Wisconsin Emergency Management, 2400 Wright Street, Room 213, P.O. Box 7865, Madison, WI 53700-7865, telephone (608) 220-6049.

SECTION TEN

Effectiveness

This Agreement shall be in full force and effective upon approval by the parties hereto in the manner provided by law and upon proper execution hereof. In Wisconsin, a copy of such agreement shall be deposited with the Fire Services Coordinator (FSC), Wisconsin

Emergency Management, 2400 Wright Street, Room 213, P.O. Box 7865, Madison, WI 53700-7865, telephone (608) 220-6049.

SECTION ELEVEN

Binding Effect

This Agreement shall be binding upon and inure to the benefit of any successor entity which may assume the obligations of any party hereto. Provided, however, that this Agreement may not be assigned by a Member Unit without prior written consent of the parties hereto.

SECTION TWELVE

Validity

The invalidity of any provision of this Agreement shall not render invalid any other provision. If, for any reason, any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed severable and this Agreement may be enforced with that provision severed or modified by court order.

SECTION THIRTEEN

Notices

All notices hereunder shall be in writing and shall be served personally, by registered mail or certified mail to the parties at such addresses as may be designated from time to time on the MABAS mailing lists or, to other such addresses as shall be agreed upon.

SECTION FOURTEEN

Governing Law

This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of Wisconsin.

SECTION FIFTEEN

Execution in Counterparts

This Agreement may be executed in multiple counterparts or duplicate originals, each of which shall constitute and be deemed as one and the same document.

SECTION SIXTEEN

Executive Board of MABAS

An Executive Board is hereby established to consider, adopt and amend from time to time as needed rules, procedures, by-laws and any other matters deemed necessary by the Member Units. The Executive Board shall consist of a member elected from each Division within MABAS who shall serve as the voting representative of said Division on MABAS matters, and may appoint a designee to serve temporarily in his stead. Such designee shall be from within the respective division and shall have all rights and privileges attendant to a representative of that Member Unit. In Wisconsin, the Executive Board shall be constituted as set forth in the Wisconsin State Administrative Code Chapter referenced above.

A President and Vice President shall be elected from the representatives of the Member Units and shall serve without compensation. The President and such other officers as are provided for in the by laws shall coordinate the activities of the MABAS.

SECTION SEVENTEEN

Duties of the Executive Board

The Executive Board shall meet regularly to conduct business and to consider and publish the rules, procedures and by laws of the MABAS, which shall govern the Executive Board meetings and such other relevant matters as the Executive Board shall deem necessary.

SECTION EIGHTEEN

Rules and Procedure

Rules, procedures and by laws of the MABAS shall be established by the Member Units via the Executive Board as deemed necessary from time to time for the purpose of administrative functions, the exchange of information and the common welfare of the MABAS. In Wisconsin, Member Units shall also comply with all requirements of WEM 8 currently in effect and as amended from time to time. In Wisconsin, MABAS policies and general operating procedures shall be available on request without charge from the Fire Services Coordinator (FSC), Wisconsin Emergency Management, 2400 Wright Street, Room 213, P.O. Box 7865, Madison, WI 53700-7865, telephone (608) 220-6049. MABAS policies and procedures may also be accessed from the Wisconsin Emergency Management webpage at <http://emergencymanagement.wi.gov>.

SECTION NINETEEN

Amendments

This Agreement may only be amended by written consent of all the parties hereto. This shall not preclude the amendment of rules, procedures and by laws of the MABAS as established by the Executive Board to this Agreement. The undersigned unit of local government or public agency hereby has adopted, and subscribes to and approves this
MUTUAL AID BOX ALARM

SYSTEM Agreement to which this signature page will be attached, and agrees to be a party thereto and be bound by the terms thereof.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: Appendix C

Subject: MABAS-Wisconsin Box Card Design Guideline

Functional Area: Operations

Category: Guideline

Approved: MABAS-Wisconsin Executive Board on September 4, 2006

Revised:

Purpose

Development of Box Cards is the key to the success of any MABAS division. The Box Card represents the basis for all response and can be the primary tool used to train and orient individuals to the MABAS concept.

The Planning Process

A. Unit Typing

Unit typing will play an important role in box card development. Common terminology must be agreed upon as the inventories are compiled. For example, in some communities an ambulance is called a rescue squad, a truck is called a ladder and so on. Common vehicle typing must be used and it is recommended that communities use the NIMS typing system to ensure continuity. NIMS 2007 compliance will require communities to recognize the unit typing designated by NIMS. For more information on resource typing, check out NIMS Online at: http://www.nimsonline.com/resource_typing/ Additional information on resource designation can be found in the General Operating Procedures document adopted by MABAS-Wisconsin and in the definitions section of the document.

As with rescue squads, “Quints” are a common source of debate when designing run cards. It is recommended that if a quint has the necessary equipment required for engine work (per NFPA 1901), the unit should be considered an engine. Likewise, if the quint has primarily truck equipment (per NFPA 1901) it should be considered a truck.

B. Inventory Internal Resources

Before a division can begin the process of developing Box Cards, an inventory of internal resources must be done by each community. It is important to take into account staffing as well as the equipment itself. For example, a community may have a truck and several engines, however the daily staffing of that community may not allow for both units to be sent on an incident. The division must take the time to have each department involved develop an inventory of equipment and the maximum number of units that community can send to a specific incident at stressed or thin times. A general rule of 80-20 should be considered – this rule allows for only 20% of a communities resources may be offered as mutual aid resources leaving 80% at

home to protect their community. A resource inventory forms are available at the end of this section to assist in typing and categorizing local resources. A copy of the MABAS Resource Inventory form must be sent to the MABAS-Wisconsin Secretary-Treasurer.

C. Share Resource Inventory Lists With Division Members

Once each community has developed their resource inventory list, these lists must be made available to each member of the division. This allows communities to identify resources that are otherwise unknown to division members. It also indicates capabilities of the communities. The goal is to build realistic box cards based on true division member capabilities.

D. Determine Incident Needs

Box alarm cards must be developed based on community risk assessments. For example, a community with very close buildings and multiple exposures will have to address box cards differently than a community with large setbacks. Also take into consideration target hazards and any other special needs. Many communities already have this information available in pre-fire plans, contingency plans, and regional planning documents.

E. Determine Response Times and Distance

When setting up box cards give consideration to response times and routes of responding units. The idea is to draw some from multiple communities instead of a great amount from a few. Response times must be considered to ensure there is not a major gap in available units.

F. Agree Upon A Format

It is recommended that the division agree upon one format or program for the cards to be developed in. Some divisions use “Word” as the primary program for developing cards. Word provides an easy table worksheet and is probably the most common program for people to use. However, “Excel” has advantages in that the entire division can be saved in one file with each page of the book representing a different card number for each community. As of January 1, 2008, all box cards will be in the Excel format for ease of entry into E-sponder.

The division members must agree upon a common numbering system. A standard card numbering system can provide a wealth of information to outside agencies. Several Wisconsin divisions developed the numbering system found in section six. The uniform numbering system provides three basic pieces of information: the municipality identifier, the box area, and the type of incident. A sample numbering system is provided in this document.

Many divisions have made the actual writing/filling out of the box cards into a collaborative event. The event sometimes coincides with a county-wide association

or social meeting. These have been referred to by some divisions as a “Box Card Party.”

MABAS Resource Inventory

When complete, please fax or email to the MABAS-Wisconsin Secretary-Treasurer.

1. MABAS Division _____ Completed by: _____ (print)
Contact Phone No. _____

1A E-mail address for your division _____

1B I've reviewed the existing resource matrix and find all information correct as of October 2001. _____ (Also answer questions 12 and 13.
(signature/date)

2. Number of fire departments/districts in your division? _____

3. Number of fire stations in your division? _____

4. Number of paid departments: _____ Combination: _____ On-Call: _____
(should total the same as question #2)

5. Number of paid firefighters and officers* _____

Number of on-call firefighters and officers* _____

Total of above _____

*(consider contract employees as paid staff; number of paramedics need not be broken out)

6. Number of engines: Staffed _____
Reserve _____
Total _____

7. Number of truck/aerial units: Staffed _____
Reserve _____
Total _____

8. Number of ambulances: Staffed _____
Reserve _____
Total _____

9. Number of heavy squads: Staffed _____
Reserve _____
Total _____

10. Number of light squads/utility: Staffed_____

 Reserve _____

 Total _____

11. Number of tankers: Staffed_____

 Reserve _____

 Total _____

12. Number of Brush Trucks Staffed_____

 Reserve_____

 Total _____

13. Can your division support a request for a task force (2 engines, 1 truck, 1 heavy squad, 2 ambulances, & 1 chief)? ☐ YES ☐ NO

14. Number of support vehicles:_____

15. Miscellaneous units/vehicles worthy of remarks:_____

16. General remarks/comments:

/MABAS Exec/MABAS Resource Inventory

Definitions

<u>Cell Title</u>	<u>Definition</u>
	(In order of appearance on cards)
Department Name	The name of the Fire Department issuing the card.
Box Alarm Type	The type of emergency situation covered by the card.
Effective Date	The date the use of the card is authorized to begin by the issuing department.
MABAS Division	The Division in which the Fire Department holds a membership.
Box Alarm Number	The number for the card designated by the Fire Department. The numbering system should be coordinated with the other members of the Division.
Location or Area	This can be a single location or building; a geographical portion of the departments area of response or the entire area of response.
Authorized Signature	The signature of the Fire Chief of the department issuing the card.
Local Dispatch Area	This portion of the card is intended to show the response for any units prior to the Box Alarm level. The primary responding units will be those of the local department and possibly outside departments generally using auto-aid agreements.
Alarm Level	This refers to the designation given by the issuing department for responses to this location prior to the Box Alarm level. This allows for the two levels prior to the Box Alarm level. The name of the alarm levels will be based on local preference. Includes the names of the departments that are committed to provide this type of equipment at the alarm level designated.
Engines	Based on local designations, NIMS typing and NFPA 1901 Standards.
Tenders	Based on local designations, NIMS typing and NFPA 1901 Standards.
Trucks	Based on local designations, NIMS typing and NFPA 1901 Standards.
Squads	Based on local designations, NIMS typing and NFPA 1901 Standards.
Chiefs	Can include Chief, Deputy Chief, Assistant Chief, Battalion Chief or those staff officers acceptable to the members of the Division. <i>It is highly recommended that multiple chief officers be included at these levels to facilitate the IC roles</i>
Special Equipment	Any ancillary units, individuals or specialized apparatus that would be beneficial for the type of alarm designated by the card. These resources may or may not be owned and operated by the member departments.
MABAS Box Alarm	This portion of the card is intended to show the response for any units starting at the Box Alarm level. These responses are covered by the MABAS mutual aid agreements.

Alarm Level	This refers to the Box Alarm, 2 nd Alarm, 3 rd Alarm, etc. to the ultimate level deemed appropriate by the department to handle the possible emergency situations. Includes the names of the departments that are committed to provide this type of equipment at the alarm level designated.
Change of Quarters	This lists the station/s that will house units from neighboring departments. The specific units that are specified on each level will respond to other emergency calls for the duration of the original call unless they are asked to move up to the scene.
Special Instructions	This area is reserved for any information that will allow the MABAS telecommunicators handling the radio communications for the incident to have quick access to specific information to assist responding units. Some of these could be the address of the change of quarter's stations, special contact numbers for key department members, and numbers for departments that are due to respond that may have special contact requirements.
Interdivisional Request	An Interdivisional Request is activated when all companies have been dispatched on the specific Box Alarm Card have been dispatched and additional companies are required for a large scale incident. During an Interdivisional Request, speed of response is important. The Division providing companies determines which departments and units respond based upon pre-determined Interdivisional Strike Team or Task Force response cards.
Strike Team	A set number of resources of the same kind and type that have an established minimum number of personnel. In the MABAS General Operating Procedures, a Strike Team is a set number (usually five) of the same resource. All resource elements within a Strike Team must have common communications and a designated leader.
Task Force	Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader. In the MABAS "Coloring Book", a Task Force is a resource package consisting of three engines, one truck, one heavy squad (this may be replaced with an extrication engine), three ambulances, and one chief.

MABAS Box Card Design

2.0 Purpose

- 2.1 To help coordinate the design of MABAS Box Alarm Cards for new and existing MABAS Divisions using one standardized template containing all of the required information needed to dispatch a MABAS Box Alarm and for the MABAS Box Alarm to be easily understood by emergency personnel and telecommunicators.

3.0 Scope

- 3.1 This recommended practice applies to all new and existing MABAS Divisions wishing to have one template for use throughout their division that incorporates the traditional style card with recommended changes designed to make dispatching MABAS Box Alarms easier for telecommunicators and emergency service personnel.

4.0 Background

- 4.1 MABAS is currently experiencing rapid growth throughout numerous locations, with many new divisions being formed. Many of these new divisions have limited internal experience to draw upon in developing box alarm cards and have requested assistance with the design process as well as a generic box alarm card in an electronic format. The MABAS Communications Committee was tasked with this responsibility at the MABAS Executive Board meeting in February 2004. The MABAS Communications Committee has developed a standard template that contains all of the required elements needed to be able to design a MABAS Card and to be able to dispatch MABAS resources easily by a primary or secondary dispatch center.
- 4.2 Several changes to the “**traditional style**” card have been recommended to make it easier for telecommunicators and emergency service personnel to understand and reduce the number of errors during alarm dispatch. Those changes include:
 - 4.2.1 The four-letter abbreviations for each department should be discontinued and full names are to be used. 8-point Arial Font should be the minimum size font used.
 - 4.2.2 The “**Change of Quarters**” section on the older style cards has been a source of many errors and omissions. The new style card incorporates the “**Change of Quarters**” into the top portion of the alarm response area.
 - 3.2.2.1 Some departments may bring “**Change of Quarters**” companies into their stations and leave them there to handle further calls in their jurisdiction, throughout all the alarms. Others departments may bring “**Change of Quarters**”

companies into the stations and move them to the scene on the next level of alarm. These are both allowable alternatives.

3.2.2.2“**Change of Quarters**” companies will be placed in the column for “**Change of Quarters**” and the station where they are expected to go will be placed in parenthesis. The address and directions to get to that station should be placed in the “**Information**” section.

- 4.2.3 The new style card does not limit the number of alarms that each department can have on their card. Each division can add as many alarms, per card as desired, by adding additional rows to the card.
- 4.2.4 It is recommended that the last level of alarm be reserved for “**Interdivisional Request**” and that level should include the “**1st CHOICE, 2nd CHOICE and 3rd CHOICE**” of which divisions to call when extra equipment is needed. (This request does not refer to, or should be confused with, the State of Illinois’ Mutual Aid response Flow Plan.)
- 4.2.5 The bottom of the card should be kept for addresses for the change of quarter’s stations and other pertinent information or instructions.
- 4.2.6 The card is designed to be placed in a clear plastic sheet protector with reinforced holes and to be placed in a 3-ring binder and/or on computer. Do not punch holes in the box alarm card, as that will make is harder to read and duplicate.

5.0 Guideline

- 5.1 Each box alarm card should include the following: The top section of the card is to include: “**Department Name, Box Alarm Type, Effective Date, MABAS Division #, Box Alarm #, Location or Area of Alarm, and Authorized Signature.**” There will be no other changes to this area.
 - 5.1.1 The next section is the “**Local Dispatch Area**” and will be the responsibility of the local dispatch authority. This is not a MABAS area and may include: “**Still, Full Still, Working Still, Automatic Aid, General Alarm, Etc.**” This area may be any number of rows that you choose for your division or department.
 - 5.1.2 “**Change of Quarters**” has been added to the “Local Dispatch Area” areas, and may be filled in, left blank, or deleted.
 - 5.1.3 The Box Alarm Card is designed around a progressive structure. **It is imperative that all still alarm companies be dispatched by the local dispatch authority prior to or simultaneously with the MABAS Box Alarm request.** It is not the responsibility of the

MABAS Dispatcher to dispatch companies listed on a Box Alarm Card before the Box Alarm level.

5.1.4 The next section is the **“MABAS BOX ALARM”**. This is where MABAS dispatching starts. Column headings may include: **“Alarm Level, Engines, Tenders, Trucks, Squads, EMS, Chiefs, Special Equipment, Change of Quarters”**, or others for specialized cards and as standardized throughout a Division.

5.1.4.1 Department names are to be spelled out and are to be in at least 8-point, Arial font.

5.1.4.2 Card is to be read left to right. Departments are to be sent to the scene unless in the **“Change of Quarters”** area.

5.1.4.3 In **“Change of Quarters”**, the department listed is to be sent to the fire station listed in parenthesis. The addresses should be given in the information portion of the box alarm card, or on back of the card.

5.1.4.4 In the **“Special Equipment or Other”** column, apparatus or equipment that does not fall into the primary categories can be listed.

5.2 The number of alarm levels is left to the individual fire department to determine. MABAS starts at the **“Box Alarm Level”**, proceeds to the **“2nd Alarm Level, 3rd Alarm Level, 4th Alarm Level, 5th Alarm Level”**, and may continue through any number of levels that are put on the cards.

5.2.1 The last level of alarm be reserved for **“Interdivisional Request”** and that level should include the **“1st CHOICE, 2nd CHOICE and 3rd CHOICE”** of which divisions to call when extra equipment is needed. (This request does not refer to, or should be confused with, the State of Illinois’ Mutual Aid response Flow Plan.)

5.3 The bottom of the card should be left for **“Special Instructions or Information”**. Included in the Special Instructions should be the addresses for the stations listed in the **“Change of Quarters”** and any other pertinent information.

5.4 To eliminate clutter and confusion on box alarm cards, the following information **should not** be included on the front of box alarm cards:

5.4.1 Telephone numbers for responding agencies. The MABAS System is designed to use radio alerting on the **“IFERN Frequency”** (Interagency Fire Emergency Radio Network) to notify departments due to respond. This includes departments within adjacent MABAS divisions.

- 5.4.2 Area for Response District Maps. If a department desires to include maps for the response jurisdiction, change of quarters stations locations, etc., this information may be included on the back of the box alarm card.
- 5.4.3 Shaded Areas or Color Copies. The use of shading or color, other than black, is discouraged for various features on box alarm cards may limit the readability of the document after photocopying.
- 5.5 New cards should be sent out to all of the departments on the cards for a minimum thirty-(30) day review/approval process. They shall be stamped draft, not signed and the effective date left blank. If there is no response from a department within the 30 day period, it will be understood that the draft cards are acceptable. After the 30-day review/approval process, cards shall be formalized by the addition of the authorized signature (actual or electronic) and effective date on each card. They shall then be sent out to each department in the Division and all departments listed on the cards at least seven (7) days prior to the effective date. It is the responsibility of each department to notify and copy their dispatch center.
- 5.6 To facilitate timely and accurate requests for a MABAS Box Alarm by a stricken agency, each Department should maintain current copies of the Box Alarm Cards for their Department in all emergency response vehicles.
- 5.7 Division 107's numbering system is described in Appendix D. The following numbers should be reserved by MABAS for system wide use:
 - 5.7.1 BOX #888, Transportation Emergencies
 - 5.7.2 BOX #999, Weapons of Mass Destruction
- 5.8 Examples of different types of Box Alarms, using the standard format, are included as guides to completing new cards for your divisions.

MABAS Box Card Numbering System

The purpose of having a Box Card Numbering System is to address uniformity in the numbering of the box cards among division members. Each division should agree to one uniform method and this method is only a recommendation.

In this numbering system, there are three specific parts to the box card number. The parts consist of an agency/department identifying number, the department fire box area or location, and the incident typing into specific categories. The component parts of the box numbering system are as follows:

Example: 19 – 4 3

A. Fire Department Identifier:

The box card number begins with a unique fire department identifying number (e.g. above 19). Many fire departments already have these numbers established and in use. The examples below are from Milwaukee County:

West Allis	1
Franklin	2
Greendale	4
Wauwatosa	5
Hales Corners	6
Milwaukee County	7
Greenfield	8
North Shore	9
Saint Francis	12
Cudahy	14
South Milwaukee	16
Oak Creek	18

B. Box Number

Each fire department currently has fire districts or geographical boxes assigned to their mutual aid cards (e.g. above 4). It is recommended that departments maintain those same numbers in this numbering system.

The middle number (right of the dash) in the numbering system is based on the fire box area/location and is determined by each fire department. If the municipality/agency has a single fire box card, life safety card or target hazard card, etc., then place “1” in that middle position to hold that position. The local municipality/agency can also use the numbers in the middle to identify a specialty within the category.

C. Incident Categories

The type of card will fall into one of 9 categories (e.g. above 3) and the final number of the card indicates the category:

- 1 = Structure Fire/hydranted
- 2 = Structure Fire/non-hydranted
- 3 = Life Safety or EMS
- 4 = Brush Fire
- 5 = Water/Ice related
- 6 = Hazmat
- 7 = Tech Rescue
- 8 = Target Hazard
- 9 = Disaster

The following are examples of typical box card numbers using this numbering system:

- Franklin Fire Department has two different fire box areas and their fire box number 1 has hydrants, therefore the card number would be 2-11. If that same fire box had no hydrants, then the box number would be 2-12.
- Cudahy Fire Department has two technical rescue box cards, one is for rope rescue and one is for confined space rescue. The technical rescue box card for ropes would be 14-17 and the technical rescue box card for confined space would be 14-27.
- Oak Creek Fire Department has target hazard locations identified, one of which is at the new power plant under construction. The box card number for that location would be 18-28.

D. Interdivisional Response Cards

When a single community or multiple communities within a division experience major events, such as a natural disaster or a terrorist event, the resources of that division may be overwhelmed. MABAS uses Interdivisional Requests, consisting of Strike Teams and Task Forces (see definitions), to assist divisions in requesting resources during those times. For example, if a community in a Division is struck by a tornado and that community requests and receives all of the resources listed on their box card and is still in need, the stricken community can ask for an Interdivisional Request from an unaffected division. Interdivisional requests are usually not from a neighboring division, since that division may already have resources at the incident.

When establishing the Interdivisional Requests, speed of deployment is a top consideration in establishing and responding to an Interdivisional Request. Divisions giving an Interdivisional Request deployment must establish a mustering point for resources to gather prior to the deployment to the stricken community or division.

Not all divisions will have the resources to provide an Interdivisional Request for a Strike Team or Task Force deployment, and therefore may have to seek assistance from a

division having a greater response time. Incident commanders must consider the time and distance for these requests earlier in the incident.

Staffing for Interdivisional Requests are: 4 personnel for engines, trucks, and squads (extrication engines), 2 personnel for EMS units and tenders, one chief and preferably one communications/assistant person. Training level at present is entry level, however starting January 1, 2010, all personnel on an Interdivisional Request deployment must be at the Firefighter 1 level competency. The training level for Basic Life Support (BLS) ambulances is Emergency Medical Technician-Basic and for Advanced Life Support (ALS) ambulances is Emergency Medical Technician-Paramedic.

Appendix A – Box Card Templates and Examples

DRAFT

MABAS-Wisconsin Policies, Procedures, and Guidelines	
Index Number:	Appendix D
Subject:	MABAS-Wisconsin IFERN Alert Testing
Functional Area:	Administration
Category:	Policy
Approved:	Approved by the Executive Board on May 14, 2009
Revised:	

Reserved for the current testing schedule.

Reserved for the current testing schedule.

MABAS-Wisconsin Policies, Procedures, and Guidelines

Index Number: Appendix E

Subject: Credentialing of Personnel and Authentication Matrix Procedures

Functional Area: Administration

Category: Policy

Approved: Approved by the Executive Board on May 14, 2009

Revised:

Purpose

This program is intended to define a reliable and sustainable, statewide system to rapidly identify and validating emergency management and incident response personnel, and provide authorization which permits/grants access to an incident. The credentialing process is a major component of the *Authentication Matrix* utilized for processing and tracking personnel, and other resources being deployed to a large-scale intrastate and interstate mutual aid.

Scope

This policy and procedures pertains to all MABAS-Wisconsin divisions and resources providing inter-divisional, statewide, or Emergency Management Assistance Compact (EMAC) deployments. The provisions of this policy and procedures will integrate with manual accountability and identification systems, i.e. the PassPort Accountability System, to be compliant with the future First Responder Authentication Credential (FRAC) for field identification of responders. The credentialing process is based on an objective evaluation and documentation of a person's current licensure or degree; training and experience; competence and certification; and the ability to meet a nationally accepted minimum standard; to provide particular services; and/or functions or performs particular procedures during an incident. Credentialing was initiated as a necessary requirement of mutual aid agreements or compacts between states (interstate); however it is also necessary for large-scale deployment of resources within a state (intrastate).

Authority

The authority for a credentialing system in the State of Wisconsin is established in Homeland Security Presidential Directive 12 (HSPD 12), dated August 27, 2004. The NIMS Credentialing requirement was a newly established NIMS objective and compliance metric (27.) for 2008. NIMS Credentialing is a three-part administrative process establishing the photo identity of the personnel being deployed; validating the qualifications and assessing the background of personnel being deployed; and providing the authorization which permits/grants access to an incident involving mutual aid.

The specific NIMS Compliance Objective states:

27. NEW FY08 Initiate State/Territory wide system to credential emergency management/response personnel to ensure proper authorization and access to an incident including those involving mutual aid agreements and/or assistance agreement.

29. NEW FY08 Institute policies, plans, procedures, and protocols to prevent spontaneous deployment or resource/personnel and/or responding to a request that bypassed official resource coordination processes (i.e. resources through improper channels).

Effective Date

The effective date of this program is January 1, 2010. Agencies that will be deployed under the Wisconsin Fire Service Emergency Response Plan (WFSERP), the Wisconsin Emergency Response Plan (WERP) or an Emergency Management Assistance Compact request must minimally possess qualification cards.

Applicable Standards

The qualification cards must meet the Federal Identification Processing Standard 201 (FIPS-201), Personal Identity Verification I (PIV-I) level. Qualification cards must minimally contain machine readable information identified in the First Responder Authentication Credential (FRAC).

CREDENTIALING PROCEDURES

Overview

The credentialing process contains key components to validate its worth. First, there will be minimum required qualifications established for the competency of the stated resource capability being requested; second, the Governor of the state will establish a granting authority to an agency or organization, that would issue qualifications cards; the system will be standardized among states participating in the mutual aid agreements; the system will facilitate inventory and tracking of responding resources, and determine availability and readiness; in recognition of home rule, the issuance of credentialing certifications remains with the jurisdiction having authority; and the system will be able to comply with evolving technologies. In Figure 1 (below) illustrates the non-incident qualification card issuance process:



Figure 1: The four major parties involved in FIPS 201

The FIPS 201 credentialing process and functional parts as it relates to the fire service discipline:

- Agency (fire or EMS) manager identifies the member and certifications possessed (*Applicant*)
- Wisconsin State Fire Chiefs Association approves applicants from previously established qualifications (*Sponsor*)
- **STATE AGENCY** records and grants applicant the issuance of a qualification card (*Registrar*)
- Discipline would identify a qualification card issuing agent (*Issuer*)

For the *Applicant* component, a spreadsheet was developed identifying the discipline-approved qualification standards and qualifications for each member of a fire service (fire or EMS) agency. For the fire service, the Wisconsin State Fire Chiefs Association is the lead organization establishing fire, rescue, and emergency medical services qualification standards in Wisconsin. The fire service agency chief or manager is responsible for verifying the qualification standards and requirements are met and on file, and provide a signature verifying the applicant. The spreadsheet is then delivered to the discipline Sponsor.

The discipline *Sponsor* verifies that the certifications are applicable and verifiable through the vocational, professional, and federal standards at the time of application. The information, along with a digital photo, is then sent to the **STATE AGENCY** responsible for personnel credentialing. The *Registrar* enters the provided and verified information into a central data base designed specifically for personnel typing. The Registrar authorizes and sends the appropriate information to the *Issuer* to produce the qualification card and to issue the card directly to the individual applicant.

Granting Authority (Registrar)

The Wisconsin Department of Homeland Security has appointed the **STATE AGENCY** as the credentialing authority in the state. The **STATE AGENCY** will be responsible for establishing and maintaining the central data base for the state's credentialing system. The **STATE AGENCY** will provide real time access to the data base to regional/incident coordinators for emergency management and incident response.

The **STATE AGENCY** shall establish an advisory board comprised of representatives from each of the credentialed disciplines. Each discipline shall identify a group within the organization or an affiliate organization that would be charged with verifying and issuing the credentialing system cards. Each discipline shall ensure that provisions of the Real Act of 2005 are adhered to, specifically in Section 3 Verification of Documents (C)(d):

- (7) Ensure the physical security of locations where qualification and identification cards are produced and the security of document materials and papers from which qualification and identification cards are produced.

(8) Subject all persons authorized to manufacture or produce qualification and identification cards to appropriate security clearance requirements set forth by the **STATE AGENCY**.

Maintenance Agency

The **STATE AGENCY** shall be charged with the maintenance and security of the central data base of information. The central data base is necessary for identification and validation information that will be integral to process responders at the Reception Area (check-in). Information technology measures, i.e. firewalls, logon and passcodes, and auditing trails, must be in place to ensure the reliability and security of the information contained in the central data base.

Issuance Standards

As required by The Real ID Act of 2005, the **STATE AGENCY** shall require that certain general standards be met, with the presentation and verification of document information, before issuing a Qualification Card. Where a provision in this policy is in conflict with The Real ID Act of 2005, the Act and its successive standards will be the prevailing standard for the issuance of qualification cards. Each applicant will be required to produce the following documents:

General Requirements

1. A photo identity document, except that a non-photo identity document is acceptable if it includes both the person's full legal name and date of birth;
2. Documentation showing the person's date of birth;
3. Proof of the person's social security account number or verification that the person is not eligible for a social security number;
4. Documentation showing the person's name and address of principle residence.

Specific Requirements

1. To meet the requirements of this section, the **STATE AGENCY** shall comply with the minimum standards of this paragraph
2. Submit evidence of lawful status by producing:
 - a. Document validating citizenship or national of the United States;
 - b. Document indicating an alien is lawfully admitted for permanent or temporary residence in the United States;
 - c. Document indicating conditional permanent resident status in the United States;
 - d. Document indicating and approved application for asylum in the United States or has entered into the United States in refugee status;
 - e. Possess a valid, unexpired nonimmigrant visa or nonimmigrant visa status for entry into the United States;
 - f. Possess a pending application for asylum in the United States;
 - g. Possess a pending or approved application for temporary protected status in the United States;
 - h. Possess an approved deferred action status; or

- i. Possess a pending application for adjustment of status to that of an alien lawfully admitted for permanent residence in the United States or conditional permanent resident status in the United States.

Authentication Standards

Credentialing supports and facilitates qualified individuals to be requested, invited, sent, received, and deployed. Credentialing assists these individuals to gain access to resources, sites, and/or systems needed to perform their assigned functions, tasks, or duties. Three key processes are essential for these actions to occur and standardization in the use of these processes is explained here:

- **Identity** – Verifying identity is an important process critical to the use of a credentialed person in mutual aid response, but separate and distinct. Reasonable verification can be accomplished by the combination of the unit, personnel, and organization being listed on the mission orders with on-scene government-issued photo identifications (i.e. a driver's license and organization affiliation cards). Positive verification of identity would occur with mission orders and a pre-issued credential prior to departure response or established on scene through a central data base connection.
- **Request, Invitation, and Authorization** – Incident/unified commands make requests for resources and personnel. Organizations invite individuals to fill these requests. Once an organization has determined who can be sent, they are to provide the individuals with documentation that they are being sent in response to the specific request. The documentation issued under EMAC serves to communicate that the response and recovery persons have been sent to the location requesting assistance by an authority having jurisdiction. Under EMAC, a properly identified and qualified person who presents the proper documentation of their authorization for deployment shall be considered credentialed for the purposes of the NIMS Standard for the Credentialing and Typing of Personnel, May 2, 2008 draft (*Standard*). This *Standard* recognizes that EMAC may define the processes and rules that are to be applied to their processes for a request, invitation, and authorization.
- **Security and Access** – Incident/unified command determines the rules that permit a person to have access to resources, sites, and/or systems. A credentialed person is not authorized to pass through security and access controls unless incident/unified command has determined that access will be permitted using this approach. Security and other personnel must be regularly informed of the “rules of engagement” for access so that emergency response officials who are credentialed in accordance with the *Standard* may be permitted swift access to the resources, sites, and/or systems where they are needed. Site-specific “badging” approaches may be used; however these badges are not to be referred to as “credentials.”

Qualification Card Information Elements

For the qualification card to be Federally-recognized, it must comply with The Real ID Act of 2005. The Real ID Act establishes security improvements for driver's licenses and personal identification cards. The minimum document requirements for The Real ID Act Qualification Cards are:

1. The front side of the qualification card will display the following elements (**see Attachment A**):
 - a. The person's full legal name;
 - b. A digital photograph of the person;
 - c. Physical security features designated to prevent tampering, counterfeiting, or duplication, i.e. a hologram;
 - d. Temporary qualification cards must clearly indicate an issuance and expiration dates; and
 - e. A common machine-readable technology FIPS/FRAC AAMVA PDF417, with defined minimum data elements, i.e. a bar code.
2. The back side of the qualification card will display the following elements (**see Attachment A**):
 - a. The person's full legal name;
 - b. The person's date of birth;
 - c. The person's gender;
 - d. The person's driver's license or identification card number;
 - e. The person's address of principle residence;
 - f. The person's signature;
 - g. The person's fingerprint (for pre-qualified responder cards only);
 - h. The person's qualifications, as established by the Granting Authority;
 - i. Bar code machine readable language section.
 - j. Embedded (chip) biometric information (to be determined).

Qualification Card Visual Elements

The information on a Qualification Card shall be in visual printed and in electronic machine-readable form. This section will cover the elements of the card and will not cover the information stored in the electronic form, such as stored data elements, and other possible machine-readable technologies covered in the following section.

1. As identified in FIPS 201-1, the Card Color Coding will be used for additional identification of responder/participant affiliation. The color coding will be utilized as a background color with the following scheme (**see Attachment A**):
 - a. Red – Emergency responder officials, including but not limited to emergency medical services, fire personnel, law enforcement, and specialized response teams;
 - b. Green – Contractor personnel authorized for emergency response to specific locations and operations;

- c. Blue – Foreign Nationals authorized for specific locations;
 - d. Pink – Media authorized and briefed on public information rules of reporting and access areas;
 - e. Yellow – Volunteer organizations and groups authorized for specific locations; and
 - f. Gold – Very Important Persons (VIP) and the security and administrative support personnel with the VIP.
2. Front of the Qualification Card will display the following elements (see **Attachment A**):
- a. The digital photograph of the person (upper left);
 - b. The full name printed directly below the photograph in capital letters;
 - c. The responder affiliation, i.e. EMERGENCY RESPONDER, CONTRACTOR, FOREIGN NATIONAL, MEDIA, VOLUNTEER, AND VIP;
 - d. The organizational affiliation, i.e. the municipal department, company, government agency, media outlet, non-governmental organization, and political/social position.
 - e. Issuance and expiration dates of the qualification card.
 - f. If the qualification card is field issued, the card will have the issuance and expiration dates, the words “TEMPORARY CREDENTIAL” and the name of the incident clearly displayed.

Machine-Readable Technology

The standard for the machine-readable language (bar code) is contained in the FIPS-201-1/FRAC PDF417 Standard. All bar coding will follow this standard. The information contained in the bar code will be at minimum:

- 1. The information elements established above for Qualification Card Information Elements (front and back sides);
- 2. The bar code readers should minimally be able to read AAMVA PDF417
- 3. As an agency option, minimal medical information may be added, i.e. blood type, allergies, medications, and medical history (back side only).

Resource Agencies

Local participation in the credentialing process is voluntary for responders; however an organized system of ordering and managing responding personnel resources is necessary. The **STATE AGENCY** and the Wisconsin Department of Homeland Security strongly recommends participation in the process.

The emergency response agencies, whether public or private, shall determine emergency response job positions, minimum qualifications, and the availability, capability and readiness to respond to an emergency incident. See **Attachment C** for personnel inventory forms addressing fire service NIMS qualifications in Wisconsin.

Each response agency is also tasked with maintaining the list of responders under their responsibility in the central data base. Modifications to the list must be reported on an

annual basis or within 18 hours of a status major change, i.e. a security hold and personnel added or removed from the response agency list and place on the Certificate Revocation List (CRL) in the data base. Status changes in personnel typing will be addressed to the **STATE AGENCY**, which has been charged with the maintenance responsibilities.

Qualifications/Capability of Applicant

The “recognized authority” for each discipline shall identify the positions/job functions that would likely respond to an emergency management and incident response. The tribal authority shall identify the position/job functions that would likely be responding to an emergency or incident response within the tribal regions. For each position, minimum individual qualifications, experience, and resource capability shall be established. See **Attachment B** for the response job functions and positions by discipline, and qualifications necessary for each Fire Service position.

The credentialing system will include volunteer and non-governmental organizations (NGO’s) into an emergency management or incident response. The NGO directors, supervisors, and/or individuals likely to be deployed to an incident, will be identified, qualified, and validated in the central data base held by the credentialing authority. Personnel under the supervision of the NGO directors or supervisors will be issued on-scene affiliate-access. The credentialing authority shall establish an initial list of volunteer organizations and NGO’s that have participated in or are likely to participate in emergency response to establish minimum qualifications and capability.

The disciplines, teams, and organizations required to meet qualification standards are:

- Emergency Management
- Emergency Medical Services
- Fire Service
- Hazardous Materials
- Incident Management Assistance Teams
- Law Enforcement
- Medical and Public Health
- Public Works
- Search and Rescue
- Non-Governmental Agencies (to be determined)

Technologies and Data Standards

The Federal Information Processing Standard 201 (FIPS-201) addresses Personal Identity Verification and contains two parts – PIV-1 and PIV-2. The PIV-I satisfies the control objectives and meets the security requirements of HSPD12, while PIV-II meets the technical interoperability requirements of HSPD 12. PIV-II specifies implementation and use of identity credentials on integrated circuit cards for use in a Federal personal identity verification system. Even though there is no credentialing requirement to comply with this Federal standard, having interoperable systems will be important for processing of responding personnel on an interstate deployment.

The FIPS-201-1 addresses the standard for information requirements of the qualification cards. Qualification cards must contain the following information:

- Name of Responder
- Agency of Origination
- Affiliate Discipline
- Contact Information
- Qualifications and Certifications
- Etc. (TBD)

AUTHENTICATION MATRIX PROCEDURES

Overview

The primary purpose of the credentialing system is to identify and validate responding personnel, for processing the Reception Area (check-in) requirements, and for incident tracking of job assignments. The system can also be adapted for the tracking and utilization of physical resource caches and equipment.

The MABAS-WI Regional Coordinator, EMAC Advance Team Coordinator, or WEM designee must have the ability to connect, through multiple modes, to the Central Data Base. To provide on-scene check-in of resources that do not have pre-authorized, pre-issued credentials, a connection method is necessary to validate responding resources. Having mission orders alone without identification and validation of responding resources is not sufficient and accessing will be denied.

Access to the central data base is necessary under two scenarios: a fixed location or from the field. Within the State of Wisconsin, access and data transfer from a fixed location can be accomplished where a BadgerNet system connection exists; and field access can be accomplished utilizing the State VHF Trunking System (future communication system). Additionally, fixed location or field access can be accomplished with a mobile computer having cellular capability (infrastructure dependant).

The Wisconsin fire service is developing an intrastate mutual aid system called the Wisconsin Fire Service Emergency Response Plan (WFSERP), which supports several of the Emergency Support Functions (ESFs) of the Wisconsin Emergency Response Plan (WERP). The WFSERP specifically supports Firefighting (ESF 4), Emergency Medical Services (ESF 8), Urban Search and Rescue (ESF 9), and Hazardous Materials (ESF 10). The WFSERP is the foundation and the framework by which the Wisconsin Fire Service participates in interstate mutual aid through the Emergency Management Assistance Compact (EMAC).

Deployment Procedures

Under the WFSERP, the official deployment of resources will only occur at a point when the requested agencies receive a *Deployment Notification* containing the mission orders, a mission number, and a mission pass code. The mission orders will contain the requested assignment(s), the mustering point location and time of departure, travel instructions, and the Reception Area location for in-processing. Wisconsin Emergency Management (WEM), through the Emergency Response Notification System at the Central Dispatch Center (CDC), will issue the Deployment Notification.

Prior to that notification, the CDC will send an *Advisory Notification* to the identified resources for an alert of a potential deployment. The agencies receiving the Advisory Notification shall assess readiness and capability to respond to a deployment; however, the actual deployment will occur when the Deployment Notification is received by the requested agency. The combination of the information contained in the Deployment Notification and the validation of the responding personnel is the Authentication Matrix.

The Authentication Matrix is a process validating credentialed resources that have been requested for assistance. Resources must possess the Deployment Notification Information to gain access to the Reception Area. This process is performed by the MABAS-WI Regional Coordinator, EMAC Advance Team member, or designee of Wisconsin Emergency Management to process responding personnel, equipment, and other requested resources at the Reception Area (see check-in).

At the Reception Area, responding personnel must possess two forms of identification, one of which shall be a government-issued, photo identification, i.e. a driver's license, military identification, or federal identification.

Reception Area

The Reception Area is a location separate from staging areas where resources report in for in-processing and out-processing. The Reception Area provides accountability, security, situational awareness briefings; distribution of incident action plans (IAPs), briefings, and supplies for requested resources. The Reception Area may be co-located with other incident facilities, i.e. base camp. From the Reception Area, resources will be sent to incident staging area(s) or directly to operational areas as ordered by the incident commander/unified command.

Through this policy, spontaneous deployment or resource/personnel responding to a request that bypassed official resource coordination processes (i.e. resources through improper channels), will be prevented. No resources will be allowed into the Reception Area without the proper requirements of the Authentication Matrix. Logistical support may be denied, and resources will be sent back or subject to incident security.

Interstate Standardization

The fire, special rescue, and emergency medical resources are connected in six states (Illinois, Wisconsin, Indiana, Missouri, Ohio and Michigan) by the Mutual Aid Box Alarm System (MABAS). With Illinois being the anchor state of MABAS, each state has similar administrative policies and response procedures. Other states, i.e. Ohio, Iowa, and Minnesota, are either working within MABAS-like systems or are considering MABAS as the framework for mutual aid deployments.

The State of Illinois has taken the lead in identifying the CardSmart as the “qualification card” system. MABAS-Illinois is utilizing this system provide pre-authorized, pre-issued credentials to emergency response personnel that would be likely to deploy on a large-scale incident under pre-determined guidelines, i.e. hazardous materials and specialized rescue teams, incident management teams, and response coordinators. All other potentially deployable emergency response personnel will be credentialed and issued qualification cards on scene at the Reception Area (check-in). Since MABAS member states require operational standardization, MABAS-Wisconsin (MABAS-WI) will follow the same operational plan.

Applicant Procedures

The Wisconsin fire service has chosen the Salamander Technologies solution (*CardSmart System*) as the system for providing qualification cards for pre-identified, qualified, and affiliated fire service personnel. This system is consistent with our interstate mutual aid partners in the Mutual Aid Box Alarm System (MABAS). The issuing authority for the fire service will be a state-wide board comprised of representatives of Wisconsin State Fire Chiefs Association, Wisconsin Emergency Management, and MABAS-WI. The local fire chief or the agency manager of each fire and EMS agency will verify the certifications, licensure, and the requisite experience identified for each emergency response position.

The fire and EMS agency leaders will utilize the companion MS Excel worksheets to certify the credentials of the personnel within their agencies. Each individual in the agency will be listed and a check mark will be placed in the box corresponding to the certification, licensure, and/or experience achieved by that individual. For agencies requiring additional worksheets for position categories, duplicate worksheets can be made. To create a duplicate, right click on the category tab that requires a duplicate copy; at the bottom of the dialogue box that appears, choose "Move or Copy . . ."; in the next dialogue box, place a check mark next to "Create a copy" and click OK. Repeat this process for the number of worksheets required by the agency to account for all personnel.

Once the worksheets are complete, the agency supervisor will print the "Entire Workbook" from the print screen and will place their signature on the worksheets as the verification of the information. Send completed form to:

XXXX XXXX XXXX
XXXX Maintenance Coordinator
XXXX XXXX Street
Madison, WI 53XXX

Resources

- NIMS Guide 0002, March 27, 2007; NIMS Integration Center
- Federal Information Processing Standards Publication, FIPS-201-1
- Real ID Act of 2005
- NIMS Standard for the Credentialing and Typing of Personnel, May 2, 2008 (draft)
- Wisconsin Fire Service Emergency Response Plan, June 1, 2008 (draft)
- Salamander Technologies, CardSmart Systems, Inc.,
www.salamandertechnologies.com

Definitions

The following definitions apply to the policy and procedures:










- **Affiliate-Access** – This term refers to the way individuals who are affiliated with (and become the responsibility of) a credentialed responder and are to be treated under the NIMS Standard for the Credentialing and Typing of Personnel (*Standard*). The *Standard* recognizes that at certain stages of a disaster, teams of people will be arriving at an incident to perform important duties and functions but that they may not be credentialed in specific conformance with this *Standard*. The *Standard* intends that such individuals be assisted in fulfilling these duties and functions if they follow the standards and rules.
- **Authentication Matrix** – This is the collective components and administrative processes of validating personnel at the incident to become credentialed. The Authentication Matrix includes the information within and connectivity to the central data base of information on pre-identified, pre-qualified, and pre-screened personnel available for incident deployment.
- **Check-In** – Check-in is an incident-specific process (logical or physical) that is established by incident/unified commands to receive individuals and to determine whether they will be granted authorization to be deployed for emergency and incident management, response, or recovery purposes. Credentialed individuals are to be assisted to reach check-in processes established by incident command. The check-in process will occur at a facility known as the *Reception Area* under the WFSERP. This term is not to be used to referring to security and access control situations.
- **Credentialed** – A person who has in his possession all three elements outlined in NIMS Guide 0002, i.e., proof of (1) Identity, (2) Qualification or Affiliation, and (3) Authorization for Deployment. A person who has proof of Identity and Qualification/Affiliation is not credentialed until they receive proper Deployment Authorization.

NOTE: Currently the three elements may be presented in physical and/or electronic format, e.g., hard-copy material or data transmitted using technologies. The goal is to achieve validation and verification of the three elements noted above by electronic means resulting in a national trust framework. It is understood that this cannot be accomplished immediately. Any elements of credentialing established under EMAC, or under any State or tribal law for the specific intent of complying with this Standard, are to be used as the standard in the applicable jurisdiction.




- **Credentialing** – This refers to all the administrative processes that result in issuing, using, monitoring, managing, or revoking any or all of the elements necessary for a person to be credentialed, i.e., (1) Identity, (2) Qualification/Affiliation, and (3) Authorization for Deployment.

Attachment A

QUALIFICATION CARD - FRONT SIDE
TEMPORARY – INCIDENT SPECIFIC

MABAS-Wisconsin	Wisconsin DNR	United States Government
 Effective Date 05/06/2009 Expiration Date 05/16/2009	 Effective Date 05/06/2009 Expiration Date 05/16/2009	 Effective Date 05/06/2009 Expiration Date 05/16/2009
		
DOE JOHN, A.	DOE JOHN, A.	DOE JOHN, A.
EMERGENCY RESPONDER	EMERGENCY RESPONDER	EMERGENCY RESPONDER
		
FIRE-EMERGENCY MEDICAL Anytown Fire Department TEMPORARY CREDENTIAL Incident Name	CONTRACTOR Acme Environmental Mitigation TEMPORARY CREDENTIAL Incident Name	FOREIGN NATIONAL United Nations Inspector TEMPORARY CREDENTIAL Incident Name

QUALIFICATION CARD - BACK SIDE

Issuer I.D. - 5555555	Issuer I.D. - 5555555	Issuer I.D. - 5555555
DOE, JOHN A. 555 Main Street Anytown, WI 55555 Gender Eyes Hair Male BR BR DOB 05/05/1955 Drivers License Number/I.D. 5555-5555-5555-05	DOE, JOHN A. 555 Main Street Anytown, WI 55555 Gender Eyes Hair Male BR BR DOB 05/05/1955 Drivers License Number/I.D. 5555-5555-5555-05	DOE, JOHN A. 555 Main Street Anytown, EU Gender Eyes Hair Male BR BR DOB 05/05/1955 Drivers License Number/I.D. 5555-5555-5555-05
Finger Print (Not required on incident issued qualification cards)	Finger Print (Not required on incident issued qualification cards)	Finger Print (Not required on incident issued qualification cards)
		
QUALIFICATIONS/MEDICAL EMT, FFII, FADO, FOII, RIT, ISO, SCT, C&GS, IC	QUALIFICATIONS/MEDICAL Level A-Qualified Environmental Specialist, WI DNR #55555	QUALIFICATIONS/MEDICAL U.N. Inspector – Authorization Number 5555-5555
